

UNITED STATES CIVIL SERVICE COMMISSION.

INSTRUCTIONS TO APPLICANTS

FOR THE

DEPARTMENTAL AND GOVERNMENT PRINTING SERVICES.

*[The Reports of the Commission, showing its work and containing the
civil-service act, rules, and regulations, can be consulted
at the principal public libraries.]*

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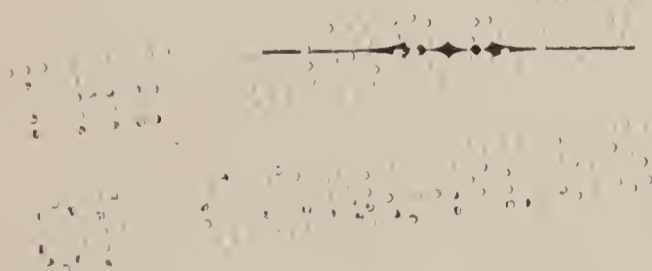
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INSTRUCTIONS TO APPLICANTS.

[See index at back.]

This pamphlet is intended to furnish all the information which applicants will need concerning the departmental and government printing branches of the classified service. Applicants for the custom-house, post-office, and internal-revenue branches of the service should apply for application blanks and circulars of instructions, in person or by letter, to the "Secretary of the Board of Examiners" at the custom-house or post-office or the headquarters of the internal-revenue district in which they desire employment. These instructions should be carefully read, as they answer most of the questions which applicants ask in their letters of inquiry, and if carefully studied will save much needless correspondence. Letters in regard to examinations and other business of this Commission should not be addressed to members of Congress or other persons not connected with the Commission, as this only causes delay and does not in any way assist the applicant. Such communications should be addressed directly to the United States Civil Service Commission, Washington, D. C.

(1) EXTENT OF THE DEPARTMENTAL AND GOVERNMENT PRINTING SERVICES.

The classified departmental service includes officers and employees as follows, except those in the service of the Government Printing Office and in the service of the several custom houses, post-offices, and internal-revenue districts.

(a) All officers and employees of whatever designation, except persons merely employed as laborers or workmen and persons who have been nominated for confirmation by the Senate, however or for whatever purpose employed, whether compensated by a fixed salary, or otherwise, who are serving in, or on detail from—

The several Executive Departments, the commissions, and offices, in the District of Columbia.

The Railway Mail Service;

The Indian service;

The several pension agencies;

The Steamboat Inspection Service;

The Marine-Hospital Service;

The Light-House Service;

The Life-Saving Service;

The several mints and assay offices;

The Revenue-Cutter Service;

The force employed under custodians of public buildings;

The several subtreasuries;

The engineer department at large.

(b) All executive officers and employees outside of the District of Columbia not covered in (a), of whatever designation, whether compensated by a fixed salary, or otherwise—

Who are serving in a clerical capacity, or whose duties are in whole or in part of a clerical nature;

Who are serving in the capacity of watchman or messenger;

Who are serving in the capacity of physician, hospital steward, or nurse, or whose duties are of a medical nature;

Who are serving in the capacity of draftsman, civil engineer, steam engineer, electrical engineer, computer, or fireman;

Who are in the service of the Supervising Architect's Office in the capacity of superintendent of construction, superintendent of repair, or foreman;

Who are in the service of the Treasury Department in any capacity.

GOVERNMENT PRINTING SERVICE.

The classified government printing service includes all positions in the Government Printing Office except those of Public Printer and unskilled laborers or workmen.

(2) REQUIREMENTS FOR THE SERVICE.

DEPARTMENTAL SERVICE.

The requirements for this branch are clearly indicated by the names of the different examinations provided and the subjects of each examination as shown in the specimen examination questions, but additional information is given for the benefit of those seeking positions in the railway mail service.

The severe and exacting character of the work required of railway mail clerks, the great strain upon the physical constitution and powers of endurance, and the greater ease and facility with which young men learn the schemes of distribution, and consequently their greater efficiency in the service, furnish the principal reasons for fixing the maximum age limitation at 35 years. These considerations also require that there shall be a physical examination of the persons applying for this service, in connection with the application, so that those who are evidently physically disqualified shall not be put to the trouble and expense of taking the educational examination, and the service to the inconvenience and delay which would result from their appointment and rejection upon trial. Any person who is found to be below 5 feet 4 inches in height or under 125 pounds in weight, or who is physically defective, shall be deemed to be disqualified for the railway mail service, and consequently ineligible for the educational examination. The Commission has frequently investigated the statements of applicants in reference to their ages, and the misrepresentations made by them have been exposed and suitable punishment inflicted upon them. An attempt to deceive in regard to height, weight, or age is regarded by the Commission as a sufficient cause for barring an applicant forever from a civil-service examination.

GOVERNMENT PRINTING SERVICE.

The requirements for this branch are clearly indicated by the names of the different examinations provided, and the subjects of each examination as shown in the specimen examination questions.

There are six regular examinations for positions in the Government Printing Office, as follows: Compositor, pressman, bookbinder, stereotyper, electrotypist, and skilled laborer. Men only may be certified for the positions of pressman, bookbinder, stereotyper, and electrotypist, but both men and women may be certified for the positions of compositor and skilled laborer. Persons who pass the skilled-laborer examination become eligible to such minor positions as feeder, helper, folder, sewer, counter, numberer, gatherer, etc.

No applicant for the position of compositor, pressman, bookbinder, stereotyper, or electrotypist will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which

years he must have served as an apprentice, and at least one year as a journeyman. The Commission reserves the right to have the statements of applicants and their vouchers verified whenever found necessary, or to require such additional evidence as may be deemed essential.

(3) PERSONS WHO SHALL NOT BE EXAMINED.

No person is eligible to an examination—

1. Who is not a citizen of the United States;
2. Who is not within the age limitations prescribed for the examination for which he applies (see age limits, etc.);
3. Who is physically disqualified for the service which he seeks;
4. Who is addicted to the habitual use of intoxicating beverages to excess;
5. Who is already an applicant or an eligible for one position and applies for another position from which he is barred by Regulations IX and X, page 8;
6. Who is enlisted in the Army or Navy, and has not secured permission for his examination from the head of the department under which he is enlisted;
7. Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application;
8. Who has failed after probation to receive absolute appointment to the grade for which he again applies within one year from the date of such failure;
9. Who within one year has taken the same kind of examination for which he wishes to again apply;
10. Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or who has been guilty of crime, or infamous or notoriously disgraceful conduct.

(4) AGE LIMITS FOR THE DEPARTMENTAL AND GOVERNMENT PRINTING SERVICES.

The age limits for the departmental and government printing branches of the classified service are given below. Persons not within the age limits are ineligible to examination.

	Minimum.	Maximum.
Departmental service:		
Page or messenger boy	14	18
Apprentice (or student)	16	20
Printer's assistant and messenger	18	No limit.
Positions in railway mail service	18	35
Superintendent, physician supervisor, day-school inspector, and matron, Indian service	25	55
All other positions in the Indian service	21	45
All other positions	20	No limit.
Government printing service:		
All positions (male)	21	No limit.
All positions (female)	18	No limit.

These age limitations will not apply to any person honorably discharged from the military or naval service of the United States by reason of disability resulting from wounds or sickness incurred in the line of duty, and who is entitled to preference under section 1754, Revised Statutes, and whose claim to such preference has been allowed by the Commission. The wives of superintendents of Indian schools who apply for the position of either teacher or matron are also exempt from the age limitations.

(5) METHOD OF SECURING AND FILLING OUT APPLICATION BLANKS.

No person will be admitted to a regular schedule examination who has not previously filed an application for the particular examination which he seeks on the form which will be furnished by the Commission upon request of the applicant. In some examinations a supplementary blank will be furnished in addition to the regular application blank, and such supplementary blank must be executed and forwarded with the application. The following are some of the examinations requiring supplementary statements: Government printing service (except skilled laborer), stock examiner, engineer, fireman, machinist, electrician, and all of the mechanical trades.

The application blank and pamphlet of instructions for the departmental and government printing branches of the classified service may be obtained by writing directly to the "United States Civil Service Commission, Washington, D. C." Each applicant must, however, write for his own application blank, as it is contrary to the practice of the Commission to forward blanks to one person for the use of another.

There is no need of seeking the aid of any prominent or influential person to secure an application blank or an examination, and no recommendations other than those provided for in the application blank should be forwarded to the Commission, as the rules forbid the filing of any such letters with the application.

Full instructions for the execution of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. A failure to do this causes unnecessary delays and great annoyance to the applicant as well as to the Commission. Very many applications have to be returned to the applicants for correction on account of carelessness in the execution of either the application or vouchers. Special attention is called to the following regulations:

APPLICATION REGULATIONS.

I.

No application for the regular schedule examinations shall be approved more than six months or less than ten days prior to the date of the examination selected, and no application shall be approved which is dated, or which has vouchers that are dated, more than thirty days prior to the time of its receipt by the Commission.

II.

No person shall be admitted to a regular schedule examination whose application has not been previously filed with the Commission and approved in accordance with the first regulation. Examiners are prohibited from accepting applications on the day of examination, and from admitting persons who have not complied with the requirements and procured admission cards or other proper authority in advance. An application will be good for only one kind of examination, and if an applicant desires to take more than one kind of examination he must file a separate application for each kind desired, except that only one application will be required for both stenography and typewriting, and one for all modern languages which an applicant desires to take at one examination.

III.

Every question in the application must be fully answered.

All writing in the applications, vouchers, and certificates must be in ink, and in the handwriting of the signer.

IV.

In all places in the application, vouchers, and certificates the initials and surname of the applicant must be correctly given and must be uniform or consistent throughout the application. Women must prefix the title Miss or Mrs. The post-office

address on the outside of the application must be in the handwriting of the applicant, and will be changed only upon the written order of the applicant, which order, when received, will be filed with the application.

V.

All applicants must make oath in their application to their United States citizenship. In the case of foreign-born citizens, proof of citizenship must be furnished. If naturalized, the certificate of naturalization must accompany the application. A foreign-born person who claims that his parents were citizens of the United States at the time of his birth must furnish evidence in support of his claim. A foreign-born citizen who was naturalized by the naturalization of his father or his mother while he was a minor must furnish the parent's certificate of naturalization, and evidence of his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States must furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen) and evidence of her marriage to him.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers, showing the facts in the case.

VI.

Every applicant must make oath to the statements in his application before an officer who is authorized to administer oaths for general purposes, and the officer's signature must be authenticated by an official seal. If the officer has no official seal he must obtain a certificate of his authority from the proper officer who has the custody of an official seal, which certificate must be attached to the paper.

Every applicant must make oath in his application to the place of his legal residence, which must be shown continuously to the exact date of application, and which must be corroborated by the vouchers required on his application paper. Applications for departmental examinations which show that the applicant has been a legal resident of the county in which he claims legal residence for less than six months will not be accepted. A married woman can have no other legal residence than that of her husband, and proof of the husband's legal residence must accompany the application. A woman who is separated from her husband, and claims a separate legal residence, must, if divorced, furnish a certified copy of the decree of divorce, and, if not legally divorced, she must furnish sworn evidence of the facts on which her right to a separate legal residence is based. The Commission will decide in each case whether the evidence presented establishes the claim. The legal residence of minors must be the same as that of the parents or guardian, and the application of a minor for a departmental examination, where the law of apportionment applies, must be accompanied by proof of the legal residence of the parents or guardian, the affidavit of the parent or guardian being sufficient evidence when the facts set forth in the application corroborate the claim; but where there is no corroborative evidence in the application other proof shall be required.

VII.

No application shall be approved if the applicant is under the minimum age required for the examination which he seeks, or if he is past the maximum age limitation at the time of filing his application.

VIII.

Persons who have been indicted for, or convicted of, any crime must inclose with their applications a certified copy of the court proceedings showing the essential facts of the case.

IX.

No person shall be an applicant for more than one kind of examination, or be an eligible on more than one register, at the same time, except in the departmental service, and in that service no person who is an applicant for, or an eligible to, any part of the service which extends outside of the District of Columbia, shall at the same time be an applicant for any other part of the service, or an eligible on any other register; but an applicant or an eligible for one position who desires to compete for another position, may, upon his written request, have his application or eligibility canceled for the purpose of enabling him to file another application

X.

A person who takes an examination is not eligible to the same kind of examination for one year from the date of his previous examination, and no application shall be accepted which shows the applicant to be in this respect ineligible.

XI.

A person who has been separated from any branch of the service for delinquency or misconduct within one year next preceding the date of the examination selected is ineligible, and applications from such persons will be canceled. A person who fails to receive absolute appointment, after probation, to the grade for which he again applies is ineligible for reexamination for one year from the expiration of his probationary service.

XII.

Vouchers Nos. 1 and 2 must be executed by citizens of the United States who answer the following requirements:

They must each be at least 21 years of age.

They must be both legal and actual residents of the State in which the applicant claims legal residence.

They must have known the applicant for at least six months.

Neither of them should be the same person as the one who signs the county officer's certificate or the physician's certificate.

The certificate of the county officer must be furnished by all applicants for departmental and government printing examinations, and the signer of it must be an officer of the county in which the applicant claims legal residence, who has an official seal. A notary public or other officer in the county who has an official seal may be accepted on this voucher.

Vouchers will not be accepted from the father, mother, sister, brother, son, daughter, husband, or wife of the applicant, and not more than one voucher will be accepted from a relative of a more remote degree of relationship.

Applicants for the mechanical trades and for the stock-examiner examinations must file with their applications supplementary statements on blanks furnished for that purpose.

XIII.

No application for the railway mail service shall be approved when the applicant is shown to be less than 5 feet 4 inches in height or less than 125 pounds in weight, or to have any disqualifying physical defects.

No application for any one of the mechanical trades in the Government Printing Office shall be approved unless the applicant is shown to have served at least five years at the trade for which he applies, three of which years he must have served as an apprentice, and at least one year as a journeyman.

XIV.

All applications which are found to be correct in form will be immediately approved, and admission cards will be mailed to the applicants. All applications

which show the applicants to be ineligible for the examinations which they seek, either on account of age, height, weight, citizenship, delinquency, or misconduct while in the service, or for other reasons, will be canceled and retained in the files of the Commission. All applications which are defective in their execution, and can be corrected by the applicant, will be returned for correction, but an application which has been twice returned for correction and is still found to be incomplete or incorrect will be canceled. All unused applications will be canceled after they have been on file six months.

XV.

Applications which have been approved or canceled, and all examination papers of competitors, form parts of the official records of the Commission, and can not, under any circumstances, be returned to the applicants or competitors.

(6) DIFFERENT KINDS OF EXAMINATIONS HELD BY THE COMMISSION WITH TIME ALLOWED FOR EACH.

Examinations which may be taken on the regular schedule dates and places are as follows:

Departmental Service.

	Hours.
Clerk-copyist	6½
Special pension examiner	7
State Department clerk	7
Bookkeeper	9
Observer	7
Assistant examiner (Patent Office)	8
Modern languages (two hours for each additional language)	4½
Proof reading	5½
Typewriting	5½
Stenography	3½
Stenography and typewriting combined	7
Topographic draftsman	9
Mechanical draftsman	8
Meat inspector (Department of Agriculture)	5
Tagger (Department of Agriculture)	3½
Stock examiner (Department of Agriculture)	3½
Messenger	4½
Watchman	4½
Engineer and machinist	4
Telegrapher	5
Fish Commission:	
Superintendent of station (two hours for each additional fish-culture test)	5½
Fish culturist (two hours for each additional fish-culture test)	5
Statistical field agent	5½
Railway mail clerk	5
Indian Service:	
Teacher	9
Principal teacher	9
Superintendent	9
Matron	5
Physician	7
Teacher of industries	9
Industrial teacher	5
Farmer	5
Kindergarten teacher	9
Nurse	5
Seamstress	5

	Hours.
Compositor	5½
Bookbinder	4
Pressman	4
Stereotyper.....	4
Electrotyper.....	4
Skilled laborer.....	4

(7) SPECIAL, TECHNICAL, OR SCIENTIFIC EXAMINATIONS.

Examinations of a technical or scientific character, or for positions in which vacancies occur only at infrequent intervals, or for newly classified places for which registers have not been established, are held only when vacancies occur, and such examinations are announced through the newspapers. No definite information as to the subjects or salaries of such examinations can be given before the vacancies actually exist, as the examinations must be adapted to the exact character of the work to be done. Below is given a list of some of the positions or classes of positions for which occasional examinations are held. Any person who deems himself qualified for any one or more of these places may request the Commission to notify him when an examination of the kind which he names is to be held. A blank entitled "Application for information" will be sent to persons desiring to be notified of the holding of such examinations. Such requests will be kept on file, and while the Commission will not hold itself responsible for a failure to give individual notice, yet it will endeavor to comply with the request. Each person who is notified of such an examination and who decides to compete will be expected to file an application immediately, on the blank which will be furnished him for that purpose. The application for information should give plainly the name and address of the applicant, and should name distinctly the kind of examination or examinations desired. The following is a partial list of such positions: Computer, botanist, chemist, astronomer, architectural draftsman, copyist of mechanical drawings, civil engineer, nautical expert, microscopist, ornithologist, editorial clerk, anatomist, climatologist, pomologist, entomologist, horticulturist, vegetable pathologist, forestry clerk, photographer, librarian, bibliographer, chart corrector, cartographic draftsman, electrician, fireman, supervisor of Indian schools, day-school inspector, assayer; positions in the Steamboat Inspection Service, Marine-Hospital Service, Light-House Service, Life-Saving Service, Revenue-Cutter Service, etc.

(8) RULES GOVERNING COMPETITORS IN EXAMINATIONS.

The following is a copy of the rules which are given to each competitor at the beginning of every examination:

1. Take your examination number from the upper right-hand corner of the declaration sheet which will be given you. Write the number on your blotter for use on each sheet of the examination.
2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets. Competitors are held responsible for errors and omissions.
3. Note in the proper blank space the time of commencing and completing each examination sheet.
4. Gauge your work on each sheet so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examining room.
5. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. If your examination is limited to five hours or less you will not be permitted to leave the room until you have completed the examination, unless in case of extreme necessity.

6. Read carefully the printed instructions on each sheet before commencing work thereon.
 7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.
 8. An examination sheet spoiled by you can not be exchanged for another of the same kind.
 9. Perform all work on each examination sheet with ink.
 10. Pencil and scratch paper may be used in preliminary work, except in the spelling and dictation exercises, which must be written with ink directly on the examination sheets from the dictation of the examiner.
 11. Use no scratch paper except that furnished by the examiner in charge, and on completing an examination sheet hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is collected, not for consideration in the marking, but for destruction.
 12. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work.
 13. All conversation or communication between or among competitors during the examination is strictly prohibited.
 14. Do not copy or attempt to copy from the work of any competitor, or permit any competitor to copy from your work, or to read the examination sheets in your possession.
 15. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its answer or solution. Competitors are forbidden to take from the examination room any notes or copies of questions or parts of questions.
 16. From one to three months may elapse before you are notified of your standing. No unnecessary delay will occur in marking your papers, and you are requested not to increase the labors of the Commission by making inquiries in regard to your standing, unless you have reason to believe that the notice to you has miscarried.
- N. B.—A violation by you of the instructions contained in paragraphs 12, 13, and 14 will be deemed sufficient cause for canceling your papers. You are requested to report to the examiner any irregularity that may come under your notice during the examination.

(9) WHEN PERIOD OF ELIGIBILITY BEGINS AND ENDS.

The period of eligibility on all registers is one year from the date of entering the name upon the register, and the name is entered upon the register as soon as practicable after the completion of the marking of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility.

(10) WHEN REEXAMINATIONS ARE ALLOWED.

If within the age limits and not otherwise barred, persons who pass an examination but fail to receive an appointment, and persons who fail to pass, may file new applications and be reexamined after one year. Reexaminations other than those named above will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination.

(11) NOTICE OF STANDING TO COMPETITORS.

A notice of standing will be sent to each person examined, whether he passes or fails to pass. This notice will be sent as soon as practicable after the papers are marked, but sometimes long delays in the marking occur. Letters inquiring how

soon the papers will be marked only serve to delay the work. The notice sent to those who pass or fail in the examinations will show the general average on each subject.

It is necessary to attain a general average of 70 per cent to be eligible for appointment, except that applicants entitled to preference under section 1754, United States Revised Statutes, because of honorable discharge from the military or naval service for disability resulting from wounds or sickness incurred in the line of duty, need obtain but 65 per cent.

(12) CHANGE OF ADDRESS.

Applicants and eligibles must keep the Commission informed of any change of post-office address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of appointment. Requests to have the address changed should be made on a blank which will be furnished for that purpose upon request. A request to change an address should not be made in the midst of a letter on other subjects, as it may in that way be overlooked. It should be on the proper blank for that purpose, which can be filed with the applicant's other papers, and when the change has been noted the applicant will in all cases be notified.

(13) METHODS OF CERTIFICATION.

Whenever a vacancy exists the appointing officer makes requisition upon the Civil Service Commission for a certification of names to fill the vacancy, specifying the kind of position vacant, the sex desired, and the salary. Upon receipt of such requisition the Commission takes from the proper register of eligibles the names of the three persons standing highest of the sex called for, except in the case of preference claimants (sec p. 14) and certifies them to the appointing officer who is required to select one of the three certified to fill the vacancy. The appointing officer may select any one of the three names. The two remaining names are returned to the files of the Commission to await further certification. No eligible can be certified for appointment more than three times to the same Department or office. It will be seen that efforts to expedite certification or to secure certification out of the order required by law and the rules and regulations of the Commission can not possibly be of any avail. The Commission has absolutely no power to certify a name out of its order or to withhold a name from certification when reached.

Departmental service.—Clerk-copyist, messenger, watchmen, and railway mail eligibles are registered by States; other eligibles for positions in the District of Columbia are registered without regard to State residence, and are entered on registers provided for the particular examination taken.

1. When requisition is made upon the Commission for a certification from the clerk-copyist, messenger, or watchman register, certification must be made of the three eligibles standing highest, of the sex called for, from the State having at the time the least share of appointments, and therefore entitled to the appointment.

2. When a requisition is made upon the Commission for a certification from the railway mail register, certification is made of the three names highest in grade on the register from the State in which the vacancy exists.

3. When requisition is made upon the Commission for a certification from other registers for positions in the District of Columbia, certification is made of the three names standing highest on the register from the State or States not having received

an excessive share of appointments under the apportionment and therefore at the time entitled to appointment. When, however, the place is of such a highly technical character as to make it difficult to obtain persons competent for the position, the three persons standing highest in grade may be certified without regard to State residence. In this way some of the States have received an excessive share of appointments. All appointments to positions in the District of Columbia are charged to the apportionment of the States of which the appointees are legal residents.

4. For positions outside of the District of Columbia, registers will be made up by districts. The name of each eligible will be entered upon the register for the district in which he resides, and, upon his written request, after he has received his notice of standing, his name will be entered upon the register of any one or more of the other districts, provided he states in writing that he is willing to accept service wherever assigned in the district or districts named by him. The request to have the name entered on the register of other districts than the one in which the applicant resides should not be made until after the notice of standing has been received. No note can be made of such requests until the papers are marked. In making certifications to such positions, preference will be given to eligibles having a legal residence in the district in which the vacancy exists. Whenever an eligible is certified to a position outside of his district, the certification will not be counted as one of the three to which he is entitled; but whenever an eligible is certified three times to his own district and not selected, his name will not be certified to any other district. The districts for some of these positions are here given.

For positions in Indian schools and Indian agencies there are four districts, as follows: No. 1, the States of Michigan, Wisconsin, Minnesota, Iowa, Nebraska, North Dakota, South Dakota, Montana, and Wyoming; No. 2, the States of Idaho, Washington, Oregon, Nevada, California (north of the thirty-seventh parallel of latitude), and Utah; No. 3, California (south of the thirty-seventh parallel of latitude), Arizona, New Mexico, Oklahoma, Indian Territory, Colorado, Kansas, Missouri, Arkansas, Louisiana, and Texas; No. 4, all the States not embraced in the foregoing, and the District of Columbia.

For positions in pension agencies there are eighteen districts as follows: Augusta, Me.; Boston, Mass., including Connecticut and Rhode Island; Buffalo, N. Y. (excepting New York City district); Chicago, Ill.; Columbus, Ohio; Concord, N. H., including Vermont; Des Moines, Iowa, including Nebraska; Detroit, Mich.; Indianapolis, Ind.; Knoxville, Tenn., including North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, and Arkansas; Louisville, Ky.; Milwaukee, Wis., including Minnesota, North Dakota, and South Dakota; New York City, N. Y.; Philadelphia, Pa.; Pittsburg, Pa.; San Francisco, Cal., including Nevada, Oregon, Idaho, Montana, Washington, and Wyoming, Alaska, Arizona, and Utah; Topeka, Kans., including Missouri and Colorado, and New Mexico, Oklahoma, and Indian Territory; Washington, D. C., including Delaware, Virginia, Maryland, and West Virginia.

For the positions of tagger and stock examiner there are six districts, as follows: No. 1, Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota, and Wyoming; No. 2, Arizona, California, Idaho, Nevada, Oregon, Utah, and Washington; No. 3, Arkansas, Colorado, Indian Territory, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, and Texas; No. 4, Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Michigan, Mississippi, Ohio, Tennessee, and Wisconsin; No. 5, Delaware, District of Columbia, Maryland, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Virginia, and West Virginia; No. 6, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

Government printing service.—It will be the aim of the Commission to distribute the appointments proportionately among the several States and Territories, as far as practicable, except in minor positions occupied by women, such as stitchers, feeders, etc., for which positions examinations will be held only at Washington, D. C.

(14) WHAT IS MEANT BY CLAIM OF PREFERENCE.

It is a mistaken idea that *all* honorably discharged soldiers or sailors are entitled to preference in certification or appointment. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds or sickness incurred in the line of duty* shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person discharged for disability incurred in the line of duty is required to obtain an average of only 65, instead of 70 per cent, in order to become eligible to appointment; and if he passes at the required grade his name is placed at the head of the register to be certified before all other eligibles on the same register.

(15) EFFECT OF DECLINING APPOINTMENT.

An eligible who declines an appointment tendered him will not again be certified unless he shall request in writing the benefit of the remaining certifications which the rules allow, stating reasons, which must be satisfactory to the Commission, for declining the appointment.

(16) TABLE SHOWING THE NUMBER EXAMINED, THE NUMBER THAT PASSED, AND THE NUMBER APPOINTED DURING THE FISCAL YEARS ENDED JUNE 30, 1894, JUNE 30, 1895, AND JUNE 30, 1896.

[Each applicant should carefully examine the figures given in the table, as they will enable him to determine for himself the prospect of appointment from any of the different registers, bearing in mind that only the names of the highest on the registers are certified for appointment.]

Service and position.	Fiscal year ended June 30—	Male.			Female.			Salaries at which appointed.	
		Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Departmental service:									
Clerk-copyist (a).....	1894	1, 247	963	42	535	425	5	} \$600	\$900
	1895	605	387	21	217	149	1		
	1896	319	183	28	101	71	2		
Typewriting	1894	175	119	23	120	78	5	} 600	1, 000
	1895	186	117	6	136	84	3		
	1896	107	77	5	81	40	3		
Stenography	1894	176	64	28	82	23	5	} 600	1, 200
	1895	174	71	30	96	49	7		
	1896	110	39	* 35	66	15	* 2		
Proof reading	1894	11	4	2	1	} 900	900
	1895	4	1	1	1		
	1896	2	2	1		
Modern languages (a).....	1894	31	20	1	10	6	} 600	1, 000
	1895	4	2	1	7	5		
	1896	5	3	7	2		
Assistant examiner, Patent Office.....	1894	230	75	21	} 1, 200	1, 200
	1895	154	49	24		
	1896	151	46	12		

* Appointed from stenography and typewriting registers combined.
NOTE.—(a) Appointment is usually made at \$900.

TABLE SHOWING THE NUMBER EXAMINED, PASSED, AND APPOINTED,
ETC.—Continued.

Service and position.	Fiscal year ended June 30—	Male.			Female.			Salaries at which appointed.	
		Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Departmental service—Continued.									
Bookkeeping (<i>a</i>)	1894	45	16	13	9	2	\$840	\$1,000
	1895	157	70	6	9	4		
	1896	175	85	2	10	2		
Special pension examiner	1894	91	52	33	900	1,300
	1895	81	18	24		
	1896	72	12		
Medical examiner, Pension Office (<i>b</i>)	1894	23	7	1,800	1,800
	1895	6	1		
	1896	2		
State Department clerk (<i>c</i>)	1894	6	5	1	900	1,000
	1895	10	4	1	1		
	1896	7	3	1		
Observer, Weather Bureau	1894	42	33	5	720	1,000
(Formerly Assistant meteorolog- ical Observer.)	1895	44	28	2		
	1896	34	22	1		
Inspector and assistant inspect- or, Department of Agriculture.	1894	31	3	1,200	1,400
	1895	94	35	14		
	1896	108	39	34		
Superintendent of stations, Fish Commission	1894	9	3	2	1,000	1,500
	1895	4	2		
	1896	9	3		
Fish culturist, Fish Commission.	1894	6	2	2	600	900
	1895	13	4	2		
	1896	29	6	4		
Statistical field agent, Fish Com- mission	1894	1	300	1,200
	1895	12	3	1		
	1896	13	1		
Topographic draftsman (<i>a</i>)	1894	54	17	4	840	1,500
	1895	7	3	2		
	1896	17	7	6		
Mechanical draftsman	1894	6	2	1,200	1,200
	1895	12	4		
	1896	5	2	1		
Telegraphy	1894	2	2	840	1,000
	1895	2		
	1896	0		
Printers' assistant and skilled helper (<i>d</i>)	1894	25	19	4	681	495	128	(*)	(*)
	1895	45	35	9	488	396	160		
	1896	12	12	550	466	82		
Law clerk (<i>e</i>)	1894	23	14	900	1,000
	1895	7	1		
	1896	0		
Computer	1894	21	6	2	1,000	1,200
	1895	17	5		
	1896	18	3		
Messenger boys (<i>f</i>)	1895	61	32	2	(†)	360
	1896	10	7	10		

* Printers' assistants are paid at the rate of \$1.25 per diem; skilled helpers receive \$548 per annum.

† The pay of a messenger boy is from 50 cents per diem to \$360 per annum.

NOTES—(*a*) Appointment is usually made at \$900. (*b*) No appointments have been made from this register for the past three years, all vacancies having been filled by transfer or promotion. (*c*) Appointments are infrequent, and superior penmanship is required. (*d*) Examinations are held only at Washington, D. C. (*e*) No appointments have been made from this register for the past two years. (*f*) These places were classified November 2, 1894.

TABLE SHOWING THE NUMBER EXAMINED, PASSED, AND APPOINTED, ETC.—Continued.

Service and position.	Fiscal year ended June 30—	Male.			Female.			Salaries at which appointed.	
		Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Departmental service—Continued.									
Messenger (a)	1895	111	76	2	14	11	} \$360	\$720
	1896	31	21	10		
Watchman (a)	1895	32	17	9	} 480	720
	1896	39	16	8		
Tagger	1896	433	309	53	720	720
Stock examiner	1896	588	395	18	900	900
Railway mail clerk (b)	1894	4,250	3,104	718	} 800	800
	1895	4,605	3,074	643		
	1896	4,974	3,048	613		
Indian service:									
Superintendent and principal teacher (c)	1894	79	66	13	} 720	1,500
	1895	81	49	2		
	1896	75	48	1	5	2		
Teacher	1894	119	74	52	103	58	43	} 500	1,200
	1895	193	81	34	235	96	33		
	1896	123	75	18	209	111	23		
Industrial teacher and farmer...	1896	6	2	1	} 600	600
Teacher of industries	1896	1		
Kindergarten teacher	1896	5	5	1		
Nurse	1896	0	0		
Seamstress	1896	3	2		
Matron (d)	1894	79	62	38	} 450	720
	1895	128	82	36		
	1896	145	127	25		
Physician	1894	79	41	20	2	1	} 720	1,200
	1895	42	10	7		
	1896	44	16	9		
Government printing service: *									
Compositor	1895	466	308	102	11	4	3	} ‡3.20	‡3.20
	1896	628	436	140	14	7	3		
Bookbinder	1895	73	45	8	} ‡3.20	‡3.20
	1896	95	62	8		
Pressman	1895	59	38	1
	1896	71	46	2
Stereotyper	1895	10	7
	1896	10	7
Electrotypewriter	1895	3	2	2	} ‡3.76	‡3.76
	1896	6	4	1		
Skilled laborer †	1895	150	115
	1896	150	115	440	356

* The figures for 1895 cover the period from July 1, 1895, to December 11, 1895.

† The skilled laborer register has been consolidated with that for printer's assistant and skilled helper, and examinations will be held only at Washington, D. C., for skilled laborer, printer's assistant, and skilled helper.

‡ Per diem.

NOTES.—(a) These places were classified November 2, 1894. (b) Appointments are made to class 1, which includes all places paying a salary of \$800 or less per annum. Places above \$800 are filled by promotion or transfer. There are a few places paying less than \$800. (c) A few positions pay from \$1,200 to \$2,000 per annum, but appointments are seldom made at these salaries. (d) A few positions pay less than \$480.

(17) PROSPECT OF APPOINTMENT.

[N. B.—A table showing the number examined, the number that passed, and the number appointed to different positions in the departmental and Government printing services during the last fiscal year will be found on page 14. Applicants should consult this table, as it will aid them in determining their prospect of appointment to any of the different positions mentioned therein, they should also consult paragraphs 1 and 2 of the schedule of examinations for the current six months, which gives a list of States and Territories the legal residents of which are barred from certain examinations.]

Departmental service.—Entrance to the service is usually in the lowest grades, the higher grades being filled generally by promotion. The prospect of promotion varies so much in the different Departments that no special information on the subject can be given. The applicant is not permitted a choice respecting salary. He may be appointed at \$900, \$840, \$720, or even \$600. No notice can be taken of requests to withhold names from certification to places of a particular salary. The usual entrance grade is at \$900.

There are very few special appropriations for the positions of stenographers, typewriters, bookkeepers, draftsmen, etc., and persons who pass those examinations are usually appointed with the designation of clerks or copyists. The supply of male eligibles in stenography and typewriting is barely equal to the demand, and male applicants proficient as stenographers and typewriters have much greater prospects of appointment than other applicants.

The time of examination is not considered in making certifications, as the highest in grade on the register must be certified first, although they may not have been the first examined. Appointment from a special register has the effect of removing the name of the eligible from all other registers.

In the North Atlantic and North Central States the number of applicants, especially of women, for clerk-copyist places is excessive. The appointments from these States are chiefly made from the special registers. Appointments from the South Atlantic and South Central States are almost wholly from the clerk-copyist register, except Delaware, Maryland, and Virginia.

During the last year no women were appointed from the clerk-copyist register in the Departments at Washington. In typewriting, only those women who pass at a grade above 88 per cent have a good prospect of appointment.

As the number of persons examined for the Railway Mail Service is far in excess of the number appointed, only those who stand high on the registers have any prospect of being certified. Eligibles, except from the States and Territories of small population, who have grades below 88 have little prospect of appointment.

Places of superintendent are usually filled by the promotion of teachers, and consequently there are few calls for certification from the superintendent register of eligibles. Those on that register with grades below 85 are rarely reached for certification. The prospect for appointment as teachers, particularly of women, and as matrons, is good when a high grade is obtained in the examination.

(18) METHOD OF MARKING EXAMINATION PAPERS.

The following method is observed in marking examination papers by the central board of examiners of the Commission:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the Commission. When they are reached in the order of marking they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be marked. After the papers are marked in the first instance they are redistributed, and the first marking is reviewed by other examiners. When all of the papers of an examination have been marked and reviewed, those of each competitor are then for the first time assembled or brought together, his general average is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until his papers have been

marked and reviewed and his general average determined. As the charges for specific errors are all fixed by the rules for marking, and as each subject is marked by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy and uniformity are secured in the work.

Appeals from the markings are sometimes made by competitors, but the prospect of securing a higher average by such action is very remote. In reviewing papers on appeal it is barely possible that an additional error on the part of a competitor may be discovered, which was not observed by either the first examiner or the reviewer in marking, but errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

(19) RULES FOR MARKING EXAMINATION PAPERS.

1. As soon as practicable after an examination the papers of the competitors shall be marked, and the general average of each ascertained.

2. A competitor, after receiving notice of his grade, may, in person or by duly authorized agent, in the presence of an examiner, inspect his examination papers, and, if in his opinion injustice has been done him, he may, within thirty days after the receipt of notice, appeal to the Commission, specifying particularly and in detail the cause of the complaint. The Commission will promptly decide all such appeals, and, if necessary, revise the markings of appellant's papers, or otherwise do justice in the premises.

3. All examination papers shall be marked under the following rules:

Mark every correct answer.....	100	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.
Mark every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct the sum of the error marks of each answer from 100.		

ORTHOGRAPHY.

	From 100 deduct—
(1) For each error in orthography when the exercise consists of 20 words.....	5
(2) For each error in orthography when the exercise consists of 10 words.....	10
(3) For each error in capitalization.....	1
(4) For each failure to use the hyphen when required in a compound word.....	3
(5) For each wrong use of the hyphen.....	3
(6) For each failure to use period to denote an abbreviation when exercise consists of 20 words.....	1
(7) For each failure to use period to denote an abbreviation when exercise consists of 10 words.....	2

ORTHOGRAPHY IN INDIAN SERVICE EXAMINATIONS.

(1) For each error in orthography, but no charge to be made for the repeated misspelling of the same word in the same manner	5
(2) For each test word omitted	5
(3) For each word of minor importance omitted	2
(4) For each word inserted or added or for each transposition	1
(5) For each word substituted, if no test is evaded.....	2
(6) For each word substituted which evades a test	5
(7) For each abbreviation, if no test is evaded.....	2
(8) For each abbreviation, if a test is evaded.....	5
(9) For each error in capitalization	1
(10) For each error in division of words.....	3
(11) For omission of hyphen at end of line.....	1

COPYING.

WRITING FROM DICTATION.

[In this exercise no word or date shall be abbreviated.]

	From 100 deduct—
(1) For each error in orthography, but no charge to be made for the repeated misspelling of the same word in the same manner.....	2
(2) For each word omitted.....	2
(3) For each word inserted or added.....	2
(4) For each word substituted *.....	1 to 2
(5) For each transposition.....	1 to 2
(6) For each abbreviation.....	1 to 2
(7) For each error in capitalization.....	1
(8) For each gross error in the use or the omission of a punctuation mark.....	1
(9) For each failure to use the hyphen when required.....	1
(10) For each wrong use of hyphen.....	1
(11) For each error in the division of words.....	1
(12) For irregularity in left-hand margin.....	1 to 3
(13) For pen rests, only one charge to be made.....	1
(14) For stenographic periods (thus ×), only one charge to be made.....	1
(15) For signing name.....	5

WRITING FROM PLAIN COPY OR FROM ROUGH DRAFT.

(1) For each error in orthography.....	3 to 5
(2) For each word or figure† omitted, repeated, or improperly inserted.....	5
<i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for two printed lines or more than one line; and that a proportionate deduction shall be made for a greater number of printed lines.	
(3) For each word inserted or added.....	5
(4) For each word or figure substituted.....	5
(5) For each transposition.....	5
(6) For each abbreviation not in the copy.....	5
(7) For each failure to capitalize according to copy.....	5
(8) For each failure to punctuate according to copy.....	5
(9) For each failure to paragraph according to copy.....	5
(10) For irregularity in left-hand margin.....	5
(11) For misdivision of a word at the end of a line.....	3
(12) For each omission or improper use of the hyphen in dividing a word at the end of a line...	1
(13) For failure to indent as in copy (only one charge to be made in the exercise).....	5
(14) For each variation from the printed copy in the use of parentheses, brackets, or the hyphen.	5
(15) For each word altered, interlined, or canceled, and for each minor erasure, if not neat.....	1
(16) For failure to indicate, or for improperly indicating, italics, small caps, etc.....	5
(17) For pen rests, only one charge to be made in the exercise.....	5
(18) For using stenographic period (thus ×), only one charge to be made in the exercise.....	5
(19) For signing name or examination number at close of exercise.....	5
(20) For misplacement, want of neatness, etc.....	3 to 5

PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered.

ELEMENTS OF THE ENGLISH LANGUAGE.

- (1) Each error in a sentence given for correction shall be valued at the amount that would be produced by dividing 100 by the sum of the errors contained in the sentence. If, in correcting a sentence, errors are made in the answer that are not in the sentence given for correction, these errors shall be added to the errors of the sentence to be corrected, and each error shall be valued at the amount resulting from a division of 100 by this sum.

* No charge shall be made for the omission of the word or words in place of which the substituted word or words have been written.

† The cipher is considered as a figure.

- (2) Any exercise in this subject (letter writing excepted) which does not present a definite number of points, so that it may be marked under fixed rules, will be marked, in the judgment of the examiners, upon the following considerations: (a) Whether the answer covers the question; (b) whether it is accurate; (c) whether it is unambiguous; (d) as to the degree of information and capacity it exhibits.

LETTER WRITING.

I. In marking the letter, the form, style, and matter will each be marked on a scale of 100, and the sum of these marks will be divided by 3. The quotient resulting from a division of the sum of the markings on form, style, and matter by 3 will be the mark of the *letter*.

II. In marking the letter, the errors mentioned below shall be charged to form, as follows:

	From 100 deduct—
(1) For omission of date line.....	10
(2) For omission of name of place or date in date line.....	5
(3) For omission of name of post-office or name of State in date line	3
(4) For omission of month, day of month, or year, or of any two of these parts of the date	3
(5) For misplacement or repetition of whole or part of date line.....	3 to 5
(6) For transposition of name of place and of date in date line.....	3
(7) For transposition of month and day of month in date line.....	1
(8) For writing wrong name of place, month, day of month, or year in date line.....	3
(9) For writing date in abbreviated form.....	3
(10) For omission of address.....	10
(11) For omission of name of person or place in address.....	5
(12) For omission of part of name of addressee in address.....	3
(13) For omission of name of post-office or of State in address.....	3
(14) For transposition of name of addressee and name of place in address.....	3
(15) For misplacement of address	3
(16) For complete substitution of address.....	10
(17) For substitution of name of addressee or of place.....	5
(18) For repetition of address.....	5
(19) For omission of salutation.....	3
(20) For incorrect or improper salutation.....	3
(21) For omission of subscription.....	10
(22) For omission of complimentary part of subscription.....	5
(23) For omission of required signature (see Rule 30).....	5
(24) For adding an address to signature.....	3
(25) For transposition of date line and address line.....	5
(26) For each error in spelling, but no charge to be made for the repeated misspelling of the same word in the same manner.....	3
(27) For each error in the division of words.....	3
(28) For each error in syntax.....	3
(29) For irregular left-hand margin.....	3
(30) For signing name instead of examination number.....	5
(31) For each improper or incorrect abbreviation.....	1 to 3
(32) For each word omitted or repeated.....	1
(33) For each error in punctuation and in the use of capitals.....	1
(34) For each failure to use the hyphen when required in a compound word.....	2
(35) For each wrong use of the hyphen.....	2
(36) For each omission of the hyphen in dividing a word at the end of a line.....	1
(37) For irregularity or other errors in paragraphing.....	1 to 3

III. No definite directions can be given for marking the style and matter of the letter, and the judgment of the examiners must therefore determine the value of each.

- (1) *Style*.—In determining the mark on style, it will be proper to consider: (a) The mode of expressing the thoughts or facts; (b) rhetorical expression; (c) choice of words and their arrangement (not including grammatical construction).
- (2) *Matter*.—In determining the mark on matter, it will be proper to consider: (a) Adherence to the subject; (b) intelligence and ability shown.

ARITHMETIC.

NOTATION AND NUMERATION.

- | | |
|---|----|
| (1) For each improper use of the signs \$, £, or other denominations of quantity, or for the omission or the substitution of one for the other..... | 10 |
| (2) For error in denomination of decimal; for each place not exceeding two..... | 25 |
| (3) For a required decimal expressed as a common (or vulgar) fraction..... | 25 |
| (4) For each numeration point placed to the right of the decimal point..... | 5 |
| (5) For each use of the comma where the decimal point should be used..... | 5 |

	From 100 deduct-
(6) For each use of the period where the comma should be used.....	5
(7) For each figure substituted.....	10
(8) For each figure inserted.....	25
(9) For each figure prefixed or suffixed.....	25
(10) For each figure omitted.....	25
(11) For incomplete or incorrect pointing.....	5 to 10
(12) For omission of the hyphen in compound words, expressing numbers, when the omission leads to ambiguity.....	10
(13) For incorrect spelling causing ambiguity in words expressing numbers.....	10
(14) For using improper forms of expression in writing words expressing numbers.....	10
(15) For expressing as two or more numbers a number required to be expressed in figures, according to gravity of error.....	35 to 100
(16) For use of superfluous cipher or ciphers at the left of an integer.....	5
(17) For writing cents and mills as a decimal part of a dollar when an amount of United States money is required to be expressed in words.....	10
(18) For expressing in figures and signs quantities required to be expressed in words, according to gravity of error.....	10 to 100
(19) For expressing in words quantities required to be expressed in figures and signs, according to gravity of error.....	10 to 100

FUNDAMENTAL RULES.

(20) For each error in computation.....	10
(21) For errors in pointing off decimals: For one place.....	25
For two places.....	30
For three or more places.....	35
(22) For incorrect or inconsistent punctuation.....	5 to 10
(23) For error in copying figures from printed question.....	15
(24) For each evasion of a decimal or common fraction test in copying from printed question or from work.....	25
(25) For error in copying figures from work, wrong result being obtained.....	10
(26) For error in copying figures from work, right result being obtained.....	5
(27) For indicating wrong process, but performing correct process.....	10
(28) For an approximate result not sufficiently exact, or not followed by the proper plus or minus sign.....	10
(29) For use of superfluous ciphers.....	10
(30) For superfluous or irrelevant work not canceled.....	10

FRACTIONS AND PROBLEMS.

[Above charges for fundamental rules apply also to fractions and problems.]

(31) For wrong process, producing incorrect result in problems involving but one step or operation.....	100
(32) For the first wrong process in problems involving more than one step or operation, from 100 deduct 25 to 75, according to gravity of error; for each subsequent wrong process, according to gravity of error.....	15 to 75
(33) For complex statement, process, or method, right result being produced.....	10
(34) If, when "work" or "operation in full" is required, the correct answer is given, but no "work" is shown.....	75
(35) For fractions in answer not reduced to lowest terms.....	10
(36) For errors in denominate numbers in quantity of one denomination contained in a unit of a higher denomination or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error.....	10 to 25
(37) If solution is incomplete, credit in proportion to correct work done.	
(38) For error in subtraction of dates in problems in interest, discount, and partial payments.	10 to 15
(39) For omitting days of grace in problems in bank discount, or in other problems, when specified.....	25
(40) If, when "work" or "operation in full" is required, the correct answer is given and the process is clearly indicated, but not written in full.....	10 to 15
(41) If no attempt is made to answer.....	100
(42) For failure to indicate the answer in problems by the letters "Ans.," or otherwise.....	5
(43) For each improper or incorrect designation of a partial or final result.....	5
(44) For each failure to use the sign \$ or £, or any other monetary or commercial sign, or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of a problem.....	5

	From 100 deduct—
(45) For each improper use of the symbol or designation % or ¢ in connection with a decimal expression	10 to 15
(46) For each failure in multiplication to use a figure of the multiplier, or for treating the cipher as a unit in the multiplier	25
(47) For each transposition of figures in process	10
(48) For giving proof instead of solution	75
(49) For copying a decimal as a whole number, but treating it correctly as a decimal in the solution	5 to 10

GEOGRAPHY, HISTORY, AND GOVERNMENT.

In marking these subjects, each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of States, countries, etc., required, shall be the credit to be given for each State, country, etc., correctly named; if a greater number is given in the answer than is required, the additional number of States, countries, etc., shall be added to the number required by the question, and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each State, country, etc., correctly named.

BOOKKEEPING AND ACCOUNTS.

(1) For omission of heading or for wrong heading	20
(2) For reversed items (every item that should be a debit being made a credit, and vice versa) ..	50
(3) For every misplacement of credits or debits (where the preceding rule does not apply)	10
(4) For omission of date or item or improper insertion of the same	10
(5) For omission or misplacement of balance	20
(6) For failure to bring down balance when required	10

PRACTICE OF BOOKKEEPING.

The different subjects in the practice of bookkeeping are weighted as follows: *Daybook*, 1; *journal*, 1; *ledger*, 1; *balance sheet*, 1. *Total*, 4.

Daybook:

(1) For want of neatness	5 to 25
(2) For incorrect form	5 to 25
(3) For omission of daybook entries in journal daybook	50
(4) For each error in copying amounts from the printed memoranda	5

Journal:

(5) For each error in computation	5
(6) For each error in journalizing	10
(7) For each omission of an item, according to importance of the item omitted	10 to 20
(8) For each omission of a folio, or for wrong folio	1
(9) For each omission of a date, or any part thereof, or for wrong date	2
<i>Provided</i> , That not more than 10 shall be deducted on account of dates, nor more than 10 on account of folios.	
(10) For each omission of an initial of a name, or incorrect initial, or other gross error in names of firms or individuals	5
<i>Provided</i> , That where the same error is repeated no additional charge shall be made.	
(11) For the omission of inventory in daybook or journal-daybook	5
(12) For journalizing an item out of its proper order	2
(13) For an error in journalizing an item that has been posted correctly	5

Ledger:

(14) For each abbreviation of ledger heading (except in names of individuals or firms), or omission of an initial, or for a wrong initial, or gross failure to conform to journal ...	3
(15) For each omission of a folio, or for incorrect folio	1
(16) For each omission of a date or any part thereof, or for incorrect date	2
<i>Provided</i> , That not more than 10 shall be deducted on account of dates, nor more than 10 on account of folios; and that when a date or folio is the same as that of the preceding item in the account and on the same side of the account, no charge shall be made for failure to repeat the same.	
(17) For posting a wrong amount	5
(18) For carrying to a wrong account, or to the wrong side of an account	5
(19) For the omission of an item in posting	5
(20) For posting an item out of its proper order	2
(21) For failure to close the ledger when all the accounts are required to be closed	50

From 100
deduct—

(22)	For failure to close the ledger when the accounts showing loss and gain are required to be closed.....	35
(23)	For failure to close one or more accounts required to be closed, in each case.....	5
	<i>Provided, That the charges shall not exceed those specified in Rules 21 and 22.</i>	
(24)	In closing an account having an inventory, for omission of inventory.....	5
(25)	For closing an account into a wrong account.....	5 to 10
(26)	For using wrong-colored ink, for each error.....	3
	<i>Provided, That not more than 15 shall be deducted on account of color of ink.</i>	
(27)	For omission of loss and gain account.....	10
(28)	For omission to bring down a balance, or for bringing down a balance on the wrong side of the account, in each case.....	5
	<i>Provided, That not more than 20 shall be charged for omissions or errors in balances.</i>	
(29)	For omission of date in bringing down balance.....	2
(30)	For bringing down loss or gain as balance.....	10
(31)	For each error in footing accounts, or for incorrect balance.....	5
(32)	For grossly improper ruling, or for failure to foot the accounts, or for other gross errors not herein specified.....	5 to 10
(33)	For violating instructions in failure to keep bank account in the ledger.....	10
(34)	For closing the ledger when it is manifestly out of balance, as shown by the trial balance.....	25
(35)	For dating the balance carried down the last of the month instead of the first of the following month, thus violating the instructions.....	5
(36)	For each omission of the footing of an account otherwise properly closed.....	2
	<i>Provided, That the deductions for the omission of footings shall not exceed 10.</i>	

Balance sheet:

(37)	For making trial balance in lieu of balance sheet.....	50
(38)	For each error in transferring ledger footings or balances to trial balance.....	5
(39)	For each error in balance sheet affecting the amounts.....	5
(40)	If the trial balance does not balance (irrespective of the origin of the error).....	25
(41)	For a forced balance.....	50
(42)	For the omission of a ledger folio or for an incorrect folio.....	1
	<i>Provided, That not more than 5 shall be deducted on account of errors in folios, and not more than 5 for omission of folios.</i>	
(43)	For omission of trial balance.....	50
(44)	For omission of loss and gain.....	10 to 15
(45)	For omission of stock.....	10
(46)	For omission of partner.....	10
(47)	For omission of resources and liabilities.....	15 to 20
(48)	For omission of heading of balance sheet.....	5
(49)	For omission of date in heading.....	3
(50)	For erasures, incorrect form, and other errors not herein specified.....	5 to 25

READING OF ADDRESSES, RAILWAY MAIL AND POST-OFFICE SERVICES.

Two marks are given for this subject—one for accuracy, the other for speed. The sum of the marks for accuracy and speed divided by 2 gives the average for the subject.

A charge of 2 will be made for each error, not exceeding two errors for each card, on the cards which are read within the five minutes allowed for the exercise, and a charge of 4 will be made for each address not read within the five minutes (if there be any such). Subtract the sum of these errors thus found from 100, and the result will be the mark for accuracy.

To ascertain the mark on speed, the following table should be used. The first column indicates the number of minutes and seconds consumed in reading the addresses, and the second column the mark for speed:

Time consumed.		Speed mark.	Time consumed.		Speed mark.	Time consumed.		Speed mark.
Mins.	sec.	Per ct.	Mins.	sec.	Per ct.	Mins.	sec.	Per ct.
1	30	100	2	35	89	3	30	78
1	40	99	2	40	88	3	35	77
1	50	98	2	45	87	3	40	76
1	55	97	2	50	86	3	45	75
2	0	96	2	55	85	3	50	74
2	05	95	3	0	84	3	55	73
2	10	94	3	05	83	4	0	72
2	15	93	3	10	82	4	05	71
2	20	92	3	15	81	4	10	70
2	25	91	3	20	80	4	15	69
2	30	90	3	25	79	4	20	68

The above table shows the mark for minutes and fractions of minutes when the competitor reads all the addresses in five minutes or less. If all the addresses are not read within five minutes, the marks will be as follows for the number of cards read:

Cards read.	Speed mark.	Cards read.	Speed mark.	Cards read.	Speed mark.	Cards read.	Speed mark.
	<i>Per ct.</i>		<i>Per ct.</i>		<i>Per ct.</i>		<i>Per ct.</i>
24.....	58	18.....	43	12.....	29	6.....	14
23.....	55	17.....	41	11.....	26	5.....	12
22.....	53	16.....	38	10.....	24	4.....	10
21.....	50	15.....	36	9.....	22	3.....	7
20.....	48	14.....	34	8.....	19	2.....	5
19.....	46	13.....	31	7.....	17	1.....	2

If a competitor is allowed to consume more than five minutes in the reading of the cards, the number of cards considered as read within the prescribed limit will be such proportion of the number of cards actually read as five minutes are to the total number of minutes consumed, and the cards in excess of such number will be treated as if not read.

COMPOSITOR EXAMINATION.

ABBREVIATIONS.

1. Abbreviations to be written in full.

	From 100 deduct—
(1) For each use of incorrect word or words.....	5
(2) For wrong capitalization of word or words for which abbreviation stands.....	1 to 2
(3) For misspelling word or words for which abbreviation stands.....	1 to 2
(4) For omitting "of" or other minor word where required.....	1

2. Words to be abbreviated.

(5) For each incorrect abbreviation.....	5
(6) For error in capitalization of each abbreviation.....	1 to 2
(7) For error in punctuation of each abbreviation.....	1 to 2
(8) For improperly inserting "of" or other minor word.....	1

ROUGH DRAFT.

(1) For each error in orthography, provided that no charge shall be made for the repeated misspelling of the same word in the same manner.....	3
(2) For each error in syntax	3
(3) For each word or figure omitted, inserted, or substituted, provided that not more than 10 shall be charged for the omission of one indicated "insertion" or one line of copy.....	3
(4) For each error in capitalization.....	1
(5) For each error in punctuation.....	1
(6) For each failure to indent.....	1
(7) For each misdivision of word at end of line.....	3
(8) For each error in transposition of "inclosures"	5
(9) For each error in transposition of words.....	3
(10) For each alteration, interlineation, cancellation, or blot, and for each erasure if not neat...	1
(11) For each change in the form of a given word (as singular for plural, past tense for present tense, etc.) which does not result in an error of syntax, or in materially changing the meaning of the sentence in which it occurs.....	1
(12) The rules for marking dictation will apply to all errors for which specific charges are not provided under this head.	

CORRECTION OF PROOF.

(1) For each improper interpretation of or failure to interpret an indicated correction.....	2
(2) For recognizing an indicated correction, but failing to properly state the manner of correcting it	1 or 2
(3) For writing the exercise in full, incorporating the indicated corrections without indicating them in accordance with the instructions.....	25
(4) For failure to number, or for numbering consecutively, the corrections to be made.....	10

TABULATING EXERCISE.

1. Form.

(1) For failure to follow instructions in regard to the number or the arrangement of columns, according to gravity of error.....	15 to 50
(2) For omitting general heading.....	15

	From 100 deduct—
(3) For omitting important matter in general heading (total charges not to exceed 10).....	2
(4) For improper general heading.....	10
(5) For each box head omitted (total charges not to exceed 15).....	5
(This refers to the matter in the box heads.)	
(6) For omitting \$ or other signs required by copy (total charges not to exceed 10).....	3
(7) For putting in .00 for "no cents" when no significant figures appear in the table in the cents column (total charges not to exceed 10).....	3
(8) For each comma used in place of a decimal point, or vice versa (total charges not to exceed 10)	2
(9) For each error in punctuation or capitalization in general heading (total charges not to exceed 10 for both).....	2
(10) For each error in punctuation or capitalization in box heads (total charges not to exceed 10 for both).....	2
(11) For each error in spelling.....	5
(12) For each error in copying.....	5
(13) For indicating totals when not required.....	5
(14) For footing one or more columns of figures when not required.....	10
(15) For omitting one line of copy.....	10
(16) For want of neatness by reason of blots, interlineations, erasures, etc.....	2 to 5
(17) For errors not specified above, charges to be made according to the judgment of the examiners.	

2. *Cast.*

(18) For failure to "line in" columns and box heads.....	15
(19) For failure to indicate cast.....	100
(20) For incorrect cast. (First determine what the proper cast should be, and charge on a scale of 100, according to the total number of columns in the work and the gravity of the error, the charge for any error in the cast to be not less than 5.)	

ARRANGEMENT OF WORK OF JOB PRINTING.

(Title-page and business card.)

1. *Form.*

(1) For each error in capitalization or punctuation, or for inconsistent capitalization or punctuation.....	2
(2) For each abbreviation (not in copy) if correct.....	2
(3) For each omission, addition, or substitution of a word, and for each improper transposition of matter.....	3
(4) For each abbreviation, if correct.....	3
(5) For a general arrangement of matter which is faulty or imperfect, a charge (in addition to any specific charges for form) may be made, in the judgment of the examiners, of from 3 to 10.	

2. *Type.*

(6) In marking for type, first determine what the proper size should be for each line, allowing a fair margin either way, and then, on a scale of 100 for the entire number of lines in the competitor's arrangement, make a proportionate charge for each line for which an improper size is given. Ignore fractions.	
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SPECIAL AND TECHNICAL EXAMINATIONS.

The examiners must, when rules for marking special skill or practical test parts of any examination have not been prescribed, determine in their own judgment the value of the answers in such parts of any examination; but, as far as practicable, the papers of special examinations must be marked under such of the rules herein set forth as are applicable to the special case.

TYPEWRITING EXAMINATION.

In addition to penmanship, letter writing, and arithmetic, which are marked under the general rules, the examination in typewriting consists of four practical subjects: 1. Tabulating (arranging in tabular form certain data given in the question). 2. Transcribing rough draft. 3. A copying and spacing exercise, intended to test the competitor's knowledge of the use and adjustment of the machine. 4. A dictation exercise.

Speed and accuracy will be considered in marking all the practical subjects of this examination, each being marked on a scale of 100; the average on each subject being determined by dividing the sum of the marks on speed and accuracy by 2.

1. Tabulating exercise.

\ The tabulating exercise will be marked under the following rules:

	From 100 deduct—
(1) For omitting the general heading.....	10
(2) For improper general heading.....	5 to 10
(3) For each column heading omitted (total charges not to exceed 10).....	5
(4) For inaccuracies in column headings (total charges not to exceed 10).....	1 to 3
(5) For each irregular margin to columns.....	3 to 10
(6) For each column omitted or substituted.....	25
(7) For each additional column inserted.....	10
(8) For each abbreviation contrary to instructions (total charges not to exceed 35).....	5
(9) For each unnecessary run-over to following line.....	5
(10) For each word or item omitted, added, or changed (for the omission of a whole line, 10), and for each transposition of items.....	5
(11) For each error in the name of an individual, State, or place, and for each error in other entries (only one charge to be made for the full name of an individual or for a single-column entry or for the repeated misspelling of the same word).....	5
(12) For each error in spelling in headings, and for other minor errors not specified.....	2 to 5
(13) For want of neatness by reason of blots, erasures, etc.....	5 to 15
(14) For each comma used in place of a decimal point, or vice versa (total charge not to exceed 10).....	2
(15) For each error in punctuation (total charges not to exceed 5).....	1
(16) For omission of punctuation, thus evading test in spacing.....	5 to 20
(17) For omission of \$ or other signs required by copy.....	10
(18) For improper repetition of \$ or other signs required by copy.....	5
(19) For each error not specified above.....	5 to 10

Time consumed will be marked according to the following scale: If the competitor consume only twenty minutes in tabulating, he will be credited with 100. When the time consumed is more than twenty minutes and not more than thirty minutes, $\frac{1}{2}$ of 1 will be deducted from 100 for every minute consumed more than twenty minutes. When the time consumed is more than thirty minutes and not more than forty-two minutes, $\frac{3}{4}$ of 1 will be deducted from 95 for every minute consumed more than thirty minutes. When the time consumed is more than forty-two minutes and not more than sixty minutes, 1 will be deducted from 86 for every minute consumed more than forty-two minutes. When the time consumed is more than sixty minutes, $1\frac{1}{2}$ will be deducted from 68 for every minute consumed more than sixty minutes.

2. Transcribing rough draft.

The rough-draft exercise will be marked under the following rules:

(1) For each error in orthography.....	5
(2) For each word or figure omitted.....	5
<i>Provided</i> , That a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line; and that a proportionate deduction shall be made for the omission of a greater number of printed lines.	
(3) For each word inserted or added.....	5
(4) For each word or figure substituted.....	5
(5) For each transposition.....	5
(6) For each abbreviation not in the copy.....	5
(7) For each failure to capitalize according to copy.....	5
(8) For each failure to punctuate according to copy.....	5
(9) For each failure to paragraph according to copy.....	5
(10) For irregularity in left-hand margin.....	5
(11) For misdivision of a word at the end of a line.....	3
(12) For each omission of the hyphen in dividing a word at the end of a line.....	1
(13) For failure to indent as in copy (only one charge to be made in the exercise).....	5
(14) For each variation from the printed copy in the use of parentheses or the hyphen.....	5
(15) For inconsistent spacing between lines.....	3 to 10
(16) For each interlineation.....	1 to 5
(17) For lack of neatness.....	3 to 10
(18) For each error not specified above.....	2 to 5

Time consumed will be marked according to the following scale: If the competitor consume only twelve minutes in transcribing rough draft, he will be credited with 100. When the time consumed is more than twelve minutes and not more than twenty minutes, $\frac{1}{2}$ of 1 will be deducted from 100 for every minute consumed more than twelve minutes. When the time consumed is more than twenty minutes and not more than thirty, $\frac{3}{4}$ of 1 will be deducted from 96 for every minute consumed more

than twenty minutes. When the time consumed is more than thirty minutes and not more than forty minntes, 1 will be deducted from 88.50 for every minute consumed more than thirty minutes. When the time consumed is more than forty minutes, 2 will be deducted from 78.50 for every minute consumed more than forty minutes.

3. Copying and spacing.

In the copying and spacing exercise particular consideration will be given to the POSITION OF THE LINES AND THE SPACING BETWEEN LINES, the competitor being required to make as nearly as possible a *facsimile* of the copy.

The copying and spacing exercise will be marked under the following rules:

	From 100 deduct—
(1) For each original error in spacing, according to gravity.....	5 to 15
(2) For each minor error in spacing between words and in commencing lines.....	2 to 3
(3) For lack of neatness	5 to 10
(4) For each line omitted.....	10
(5) For each error in orthography.....	5
(6) For each word or figure omitted, inserted, added, or substituted.....	5
(7) For each transposition	5
(8) For each failure to punctuate according to copy	5
(9) For each failure to paragraph according to copy	5
(10) For omission of hyphen in dividing a word at the end of a line.....	3
(11) For each variation from the printed copy not covered by the above rules.....	3 to 5

Time consumed will be marked under the rule for marking the tabulating exercise.

4. Dictation exercises.

The dictation exercise will be marked under the following rules:

(1) For each error in orthography.....	3
(2) For each word omitted, added, or substituted.....	3
(3) For the plural number instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected.....	1 to 2
(4) For each gross error in punctuation.....	1
(5) For each transposition	2
(6) For each abbreviation.....	2
(7) For each error in capitalization	2
(8) For each failure to use the hyphen when required.....	1
(9) For each wrong use of hyphen.....	1
(10) For each error in division of words.....	1
(11) For each irregularity in left-hand margin.....	3 to 5
(12) For want of neatness.....	5 to 20
(13) For each correction in letters, words, figures, or punctuation with pen and ink or pencil...	1 to 2
(14) For each error in paragraphing.....	3
(15) For each failure to space between words.....	2
(16) For striking one letter over another.....	1
(17) For each word repeated.....	2

Time consumed will be marked according to the following scale: For a speed of 65 words per minute a credit of 100 will be given, and for every word in speed less than 65 per minute 1 will be deducted from 100 down to and including 45 words per minute. For a speed of 45 words per minute a credit of 80 will be given, and for every word in speed less than 45 down to and including 35, a deduction of 1½ from 80 will be made. For a speed of 35 words per minute a credit of 65 will be given, and for every word in speed less than 35 a deduction of 2 from 65 will be made.

STENOGRAPHY EXAMINATION.

In addition to penmanship, letter writing, and arithmetic, which are marked under the general rules, this examination consists of two exercises in dictation, to be written by the competitor in stenographic characters, which he must then transcribe. One of the exercises is a selection from a speech and the other is a letter, each containing 260 words. The transcript will be compared with the printed text from which the dictation was given, and charges will be made for errors under the following rules:

(1) For each word omitted, added, or substituted.....	3
(2) For each word misspelled	3
(3) For the use of the plural instead of the singular, or the singular instead of the plural: When the grammatical correctness is not affected.....	1 to 2
When the grammatical correctness is affected.....	3
(4) For each gross error in capitalization or punctuation.....	1
(5) For each transposition	2

	From 100 deduct—
(6) For each error in the division of words	1
(7) For each word repeated.....	1
(8) For each failure to use hyphen when required	1
(9) For each abbreviation.....	1
(10) For failure to transcribe a line or a portion of a line of the stenographic notes, according to the number of words.....	6 to 40
(11) For interlineations, erasures, and lack of neatness.....	1 to 5

Charges for error in numerals will be determined by the number of words required to write the numerals.

When the mark for accuracy is only 10, no credit will be given for speed.

An important element in this examination is speed in writing the stenographic notes, which will be marked upon the following scale: For a speed of 140 words or more per minute, a credit of 100 will be given. For every word less than 140 and not less than 80 per minute, $\frac{1}{2}$ of 1 will be deducted from 100. For every word less than 80 per minute, $\frac{3}{4}$ of 1 will be deducted from 70.

STENOGRAPHY AND TYPEWRITING.

A weight of 2 is given to stenography and a weight of 1 to typewriting. The general average of all eligibles who stand upon the register in stenography, and also upon the register in typewriting, will be ascertained, and the general average of each eligible in stenography multiplied by 2, the product added to his general average in typewriting, and the sum divided by 3. In this manner a general average of those who are eligible in both stenography and typewriting will be ascertained.

MODERN LANGUAGES.

(1) For each word necessary to complete the meaning which has been ignored or omitted.....	1 to 3
(2) For each word substituted or inserted unnecessarily.....	1 to 3
(3) For each word inexactly translated.....	1 to 2
(4) For each word incorrectly translated.....	2 to 3
(5) For each grammatical error.....	2 to 5
(6) For each error in orthography, omission or incorrect use of accents.....	1
(7) For each free translation of a phrase, clause, or sentence which may be correctly rendered by literal translation, provided the exact meaning is conveyed by the translation given..	1 to 3
(8) For each phrase, clause, or short sentence, not exceeding ten words, omitted or incorrectly translated.....	3 to 10

TELEGRAPHY EXAMINATION.

Mark the practical questions according to the completeness and accuracy of the answers.

Mark the "receiving" and "sending" exercises separately, giving credit for speed and accuracy in accordance with the rules given below.

To find the general average add the average on the "practical questions," the "sending exercise," and the "receiving exercise," and divide the sum by 3.

The dictation exercises consist of about 175 words.

For a speed of 40 words a minute in "sending" or "receiving" give a mark of 100.

For every word less than 40 words a minute.....	1.5
For each word omitted, added, or substituted in sending or receiving.....	5
For poor or defective sending.....	5 to 15
For poor or defective copy in receiving.....	5 to 15
For every "break" in sending or receiving.....	2

GENERAL PROVISIONS.

1. For using the pencil in performing any work required to be written in ink a charge of 10 shall be made.
2. Any error not covered by the foregoing rules will be marked in the judgment of the examiners.
3. The examiners having satisfactory evidence that an answer has been borrowed, or otherwise improperly obtained, the question will be marked 0, and the examination papers, with the evidence, referred to the Commission.
4. The examination papers of every competitor must be marked and reviewed by the board of examiners, and each examiner shall initial every paper marked or reviewed by him. Each examiner who marks a subject shall mark and initial with pencil or ink of different color from that of the pencil or ink used by any other examiner marking the same subject.
5. All errors noted must be indicated by underlining or otherwise. The charge for each error must, when practicable, be noted on the margin of the sheet.
6. In finding the average of the marks on any subject by dividing the sum of the credits by the number of questions, the unanswered questions must be counted in obtaining the divisor.

(20) SPECIMEN EXAMINATION QUESTIONS.

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DEPARTMENTAL SERVICE.

The questions are different at each examination, but the following have been used, and in subject and grade are fair specimens of the whole. No other specimen questions can be furnished to applicants.

SECOND EXERCISE - Writing from rough draft.

Make a smooth copy of the manuscript, correcting errors in syntax and orthography, and punctuating and capitalizing properly. Write in full all abbreviated words. No changes in phraseology are permitted.

without any general idea of
independence as a possible
result

The struggle against great Britain was begun
by the english speaking ^{American} colonies. any such in-
tention however, warmly favored in New
england was ~~not~~ ^{very distasteful to the} approved by other colonies
and was formally disavowed by Cong. on
July 6, 1875. Penna Md and New J. had
enjoined upon their delegates ^{in congress} the re-
jection of any proposition ^{looking to} for a secer-
ation and N.Y. was so much opposed
to it that her delegates took no
prominent part in promoting it. jef-
fersons object all along was to impress
upon the doc ^{drawn up by him} the consistent character of
a renunciation of the king. the declaration of independence
adams supported the declaration with
zeal and ability fighting fearlessly
for every word of it. ^{By a singular coincidence,} The death of the
two were almost simultaneous occurring
on the same day July 4 1862 the fiftieth
anniversary of their joint success in
producing the declaration of independence

After the opening of 1776

W.C. and S.C.

SECOND SUBJECT.—*Penmanship.*

N. B.—The mark on penmanship is determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the first exercise of the third subject—Writing from plain copy.

THIRD SUBJECT.—*Copying.*

N. B.—The spelling, use of capitals, punctuation, and all omissions and mistakes are taken into consideration in marking exercises 1 and 2 of this subject. Penmanship is determined by the competitor's handwriting in exercise 1, but is not considered in marking other subjects of this examination.

First exercise.—Writing from plain copy. (Clk. ser. 21.)

Copy the following precisely, punctuating as in copy, and indicating small capitals and italics by proper marks:

SEC. 3. That whenever, in the judgment of the head of any Department, the duties assigned to a clerk of one class can be as well performed by a clerk of a lower class or by a female clerk, it shall be lawful for him to diminish the number of clerks of the higher grade and increase the number of the clerks of the lower grade within the limit of the total appropriation for such clerical service: *Provided*, That in making any reduction of force in any of the Executive Departments, the head of such Department shall retain those persons who may be equally qualified who have been honorably discharged from the military or naval service of the United States, and the widows and orphans of deceased soldiers and sailors. (19 Stats., 255.)

Second exercise.—Writing from rough draft. (Ser. 2.)

The competitor is required to make a fair copy, on a blank sheet, of a rough-draft manuscript, such as appears on the opposite sheet, punctuating and capitalizing properly, writing in full all abbreviated words, and correcting errors in syntax and orthography.

To fit the page the copy is greatly reduced from the original.

FOURTH SUBJECT.—*Letter writing. (Clk. ser. 17.)*

N. B.—This exercise is designed chiefly to test the competitor's skill in simple English composition. In marking the letter, its errors in form and address, in spelling, capitals, punctuation, syntax, and style, and its adherence to the subject are considered.

The competitor writes a letter on the subject given by the examiners. The following letter subject has been used: "The advantages of a common-school education to a business or professional man."

The competitor must avoid allusion to his political or religious opinions or affiliations. The letter must contain not less than 150 words, must be addressed to the "United States Civil Service Commission, Washington, D. C.," and must be dated at the place where the examination is held. The examination number, *and not the name of the competitor*, must be used for a signature to the letter.

FIFTH SUBJECT.—*Arithmetic. (Ser. 1.)*

N. B.—In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.

Question 1. This question comprises a test in adding figures crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. The arrangement of the columns is shown below, but only two numbers are placed in each column, being intended merely to explain the test:

			Totals.
3517	7169	4931
6326	5145	676
Grand total.....		

Sixth Subject - Transcribing Rough Draft.

(Sup. Ser. 16).

Treas Dept, 8th Auditor's Office,

Wash'n, D C, Oct 5, 1892.

Sir;

I have the honor to submit
The ^{following} report of the business ^{operations} of this office ^{during} the ~~for~~ fiscal year ^{ended} June 30, 1892, is respectfully submitted herewith.

it affords me pleasure to state
I am ^{pleased} to ^{inform you} state that the work of this Bureau is in ~~excellent~~ *a very satisfactory*

in many important particulars
condition, and fully up to the requirements of the Dept. In fact,

it is ^{in a more} advanced ^{stage} at this ^{period in the year} time than ~~it~~ ^{has} ~~usually~~ ^{hitherto} been.

satisfactory
This ^{re}sult has ^{however} been accomplished by ^{only the} most unremitting efforts

on the part of
by ~~all~~ the officers and employees ^{throughout} of the ^{entire Bureau} office. ~~By reason of the~~ *systematic and*

by reason of the
growth of the Postal Service The work of this office is ^{constantly} ~~always~~ on

the increase while a corresponding increase of force ^{has been} is not made.

I want
The ^{need} of ^{additional} ^{ical force} clerks ^{seriously} has been ~~keenly~~ felt in several divis-

ions, but most severely in that branch of the office ^{in charge of} ~~which~~ ^{ing} assortment

and numbers ^{my} ~~the~~ money orders and postal notes.

Resp'y ^tSubmitted,

Hon Chas Foster,

Auditor.

Sec of the Treas.

T H E R E M I N G T O N , N O . 2 .

-----:0:-----

DEPARTMENT OF THE TREASURY,

L O A N D I V I S I O N .

The following statement shows, in detail, the business in
the Loan Division of the Office of the Treasurer of
the United States for the fiscal year 1883-84:

Character of Business.	: Pending : July 1, : 1883.	: Received : during : 1884.	: Disposed of : during : 1884.
Paid interest checks, re- corded, proved as to amounts, and examined as to endorse- ments	28,544	271,634	277,173
Paid coupons, counted, re- counted, and scheduled	103,444	1,666,316	1,689,446
United States bonds re- ceived for redemption, exam- ined as to "call", assignment, and interest allowance		27,987	27,987
Miscellaneous United States securities redeemed	139	10,515	10,399
Interest checks issued, examined, entered, addressed, and mailed			269,544
Checks and deposit certif- icates issued in payment of United States bonds redeemed or exchanged			7,225
Manuscript letters written			667
Printed forms filled in and mailed			7,717
Totals	132,117	1,976,452	2,290,158

but once on those subjects, and the time for the two examinations will be limited to 7 hours.

A competitor may take either the typewriting or the stenography examination, or both, but a competitor may be certified from the register of either the typewriting or stenography examination, according to which he has passed; his failure to pass one will not affect his standing in the other. When a competitor passes on both examinations, they are combined and a general average is ascertained for the purpose of certification. In ascertaining this general average a weight of 1 is given to typewriting and 2 to stenography.

The first, second, third, and fourth subjects are the same as the corresponding subjects of the clerk-copyist examination on page 30.

FIFTH SUBJECT.—*Tabulating. (Sup. ser. 4.)*

The competitor is required to write with typewriter, on a blank sheet, in tabular form, in five columns, with proper headings, the following facts, without abbreviations:

[Preliminary tests on the machine will not be permitted, but the table may be prepared with pencil or pen on scratch paper and copied in typewriting on the question sheet.]

The number and value of the different denominations of national bank notes issued, the number redeemed, and the number outstanding for the year 1887 were as follows:

Of ones, 23,167,677 were issued, the value of which was \$23,167,677, of which number 22,776,403 were redeemed and 391,274 remained outstanding; of twos, 7,747,519, having a value of \$15,495,038, were issued, 7,646,720 redeemed, and 100,799 left outstanding; of fives, there were 100,455,524 issued, having a value of \$502,277,620, of which number 85,170,919 were redeemed and 15,284,705 remained outstanding; of tens, 42,762,799, having a value of \$427,627,990, were issued, of which number 33,799,928 were redeemed and 8,962,871 were left outstanding; of twenties, there were 13,301,145 issued, having a value of \$266,022,900, of which number 10,091,941 were redeemed and 3,209,204 left outstanding; of fifties, 1,849,613 were issued, having the value of \$92,480,650, of which number 1,536,143 were redeemed and 313,470 remained outstanding; of one hundreds, 1,375,146, having a value of \$137,514,600, were issued, of which 1,127,452 were redeemed and 247,694 left outstanding; of five hundreds, 23,924, having the value of \$11,962,000, were issued, of which 23,293 were redeemed and 631 left outstanding; and of one thousands, there were issued 7,369, of the value of \$7,369,000, of which number 7,305 were redeemed and 64 left outstanding, making a total number of 190,690,716 notes issued, having an aggregate value of \$1,483,917,475, of which number 162,180,004 notes were redeemed, leaving outstanding 28,510,712 notes.

SIXTH SUBJECT.—*Transcribing rough draft.*

The competitor is required to make, on a blank sheet, a fair copy, ready for signature, of a roughdraft letter such as appears on the opposite sheet, punctuating and capitalizing as in the copy, but writing in full all abbreviated words.

To fit the page the copy is greatly reduced from the original.

SEVENTH SUBJECT.—*Copying and spacing.*

On the opposite sheet is a photolithograph of a sample exercise, reduced in size, which the competitor is required to reproduce in every particular, including punctuation and other marks, preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and adapted to any kind of machine.

EIGHTH SUBJECT.—*Writing from dictation.*

One of the examiners dictates a passage of about 175 words, which the competitor is required to write with the typewriter in a space left below the question. The passage is first read for information and then dictated in groups of five or six words. As time has the same value as accuracy in this examination, the examiner reads as rapidly as the competitor may desire and indicate. The examiner gives the periods and paragraphs. Three minutes are allowed at the close of the dictation for making other punctuations. The examiner carefully notes the time, to the fraction of a minute, occupied in taking down the dictation, and records the same on the sheet, *not* including the three minutes allowed for punctuation.

The following is a sample of the passages used for this exercise:

The policy of encouraging immigration to the United States has been consistently followed by this Government, both as a political and an economical measure, and there is now no desire to depart from it. The option of expatriation has been steadily urged as an inherent right, and, after many years' discussion, has been tacitly recognized by most European powers, and formally admitted by some—among them Great Britain. While urging the recognition of this right, the United States threw open its doors to the inhabitants of all nations, but more particularly to the poorer thrifty classes, who were heartily welcomed to our shores, given on the easiest terms sufficient land for their support, and incorporated in our body politic. To those desirous to improve their condition in the world, those who honestly endeavor to avail themselves of the political privilege of our republican government, the ports of the United States have never been closed; but to the criminal and the pauper no such privileges are extended, and the statutes of the United States empower the Executive to prevent their landing.

STENOGRAPHY EXAMINATION.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	2
Third—Letter writing	3
Fourth—Arithmetic	1
Fifth—Stenography.....	13
Total.....	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Three and one-half consecutive hours are allowed for this examination.

The first, second, third, and fourth subjects are the same as those in the type-writing examination.

FIFTH SUBJECT—*Stenography.* (*Sup. ser. 1.*)

Time—letter.	Marks—letter.		Marks—speech.		General average.	
.....minutes.	1. Accuracy		1. Accuracy		Letter	
	2. Speed		2. Speed		Speech	
Time—speech.	Total		Total		Total	
.....minutes.	Average		Average		Average	

N. B.—This subject consists of two exercises, a letter and a speech, each containing 260 words. The dictations are given to each competitor separately. One of the examiners dictates the letter, and, after a pause of a moment or two, the speech. There is no preliminary reading of the exercises and no word is repeated, but care is taken to pronounce each word distinctly. The marks for this examination depend largely on the speed attained in taking the notes. The dictation is, therefore, given as rapidly as the competitor can take it, but not so rapidly as to confuse the competitor. Some system of signals is prearranged by which the competitor may indicate whether he wishes the examiner to dictate more or less rapidly, such as nodding the head when an increase of speed is desired and shaking the head when a decrease is desired.

The time—to the fraction of a minute—occupied in taking the stenographic notes is noted and entered by the examiner in the proper table on the sheet.

After both exercises have been dictated the competitor writes out the notes in longhand.

One and one-half hours are allowed for the fourth subject—for the dictations and the writing out in longhand.

The following are samples of the exercises used for this examination:

DICTATION EXERCISE FOR THE LETTER.

PORT OF NEW YORK,
Appraiser's Office, November 4, 1887.

SIR: I avail myself of the opportunity afforded by the request contained in your circular letter of the 21st ultimo to testify to the beneficial and practical results of the new system, as observed during the past two years in the classified service of this office. Solicitations for places, when made, have been of an inoffensive character, evincing on the part of those who have passed the examinations a natural anxiety and desire of obtaining position, or an interest in their success or that of their friends. The laws governing appointments have become too well known and appreciated and have been too strictly enforced to warrant any hope of evading the rules laid down on a mere claim for appointment. The character and capacity of those appointed under the rules, as shown by their diligence and faithfulness in the discharge of their duties and in their creditable efforts for advancement, have proved, with very few exceptions, to be of an order above the average; while the general effect of the new system upon the moral and business efficiency of the office has been most satisfactory. The result of the prohibition, by civil service act of January 16, 1883, of the soliciting or receiving in Government offices of assessments or contributions for political purposes has accomplished much toward elevating the moral tone of employees, purifying and protecting their work, and thereby enhancing the value of their services to the Government.

Respectfully,

Appraiser.

PRESIDENT U. S. CIVIL SERVICE COMMISSION,
Washington, D. C.

DICTATION EXERCISE FOR THE SPEECH.

There are many ways in which the convenience and comfort of those who have business with our public offices may be promoted by a thoughtful and obliging officer, and I shall expect those whom I may appoint to justify their selection by a conspicuous efficiency in the discharge of their duties. Honorable party service will certainly not be esteemed by me a disqualification for public office, but it will in no case be allowed to serve as a shield of official negligence, incompetency, or delinquency. It is entirely creditable to seek public office by proper methods, and with proper motives, and all applicants will be treated with consideration. But I shall need, and the heads of Departments will need, time for inquiry and deliberation. Persistent importunity will not, therefore, be the best support of an applicant for office. Heads of Departments, Bureaus, and all other public officers having any duty connected therewith, will be expected to enforce the civil service law fully and without evasion. Beyond this obvious duty I hope to do something more to

advance the reform of the civil service. The ideal, or even my own ideal, I shall probably not attain. Retrospect will be a safer basis of judgment than promises. We shall not, however, I am sure, be able to put our civil service upon a nonpartisan basis until we have secured an incumbency that fair-minded men of the opposition will approve for impartiality and integrity. As the number of such in the civil list is increased, removals from office will diminish.

SKILLED LABORER EXAMINATION.

[This examination will also be given for positions of printer's assistant and skilled helper.]

(Ser. 2.)

This examination can be given only in Washington, and at such times as the needs of the service require. It can not be given in connection with other departmental examinations. Those who have applications on file will be notified when an examination will be held. There is ordinarily but one examination a year of this kind, which is usually held early in September, and applications for it should not be filed earlier than August 1. The number of applicants each year is very greatly in excess of the needs of the service.

Subjects.	Relative weights.
First—Orthography	1
Second—Penmanship	1
Third—Copying	1
Fourth—Letter writing	1
Fifth—Arithmetic	1
Total	5

For explanation of the “relative weights” and the method of determining the “general average,” see clerk-copyist examination.

The time allowed for this examination is limited to four consecutive hours.

The first, second, third, and fourth subjects of this examination are similar in character though less difficult than the corresponding subjects of the railway mail clerk examination on page 50.

FIFTH SUBJECT.—*Arithmetic.*

Question 1. Add the following, placing the total at the bottom:

$$\begin{array}{r}
 542, 155.75 \\
 429.59 \\
 5, 875.68 \\
 357.49 \\
 \hline
 1, 956, 574.20 \\
 \hline
 \hline
 \end{array}$$

Question 2. Divide 110,124 by 171, and multiply the quotient by 904.

Question 3. If a skilled helper earn \$1.50 and a printer's assistant earn \$1.25 a day, how much will both earn in a year of 300 working days?

Question 4. If a stock examiner earn \$720 in a year, how much will he have left at the end of the year after paying his board at the rate of \$18 a month?

Question 5. If a pressman spend 50 cents a week (six working days) for street-car tickets, how much will he spend in a year of 300 working days?

EXAMINATION IN MODERN LANGUAGES.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	1
Third—Copying	1
Fourth—Letter writing	2
Fifth—Arithmetic	1
Sixth—Modern language	14
Total.....	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Four and one-half consecutive hours are allowed for this examination. If a competitor is examined in more than one language, two hours are allowed for each language after the first, as the competitor will not be given the first five subjects in connection with the other languages. The competitor’s name will be entered upon the eligible register of each examination in which he makes an eligible average.

The first, second, third, fourth, and fifth subjects of this examination are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy. The sixth subject, whose scope is identical for all the languages, is divided into three parts, all of equal weight in the examination. The first part consists of two short extracts taken from contemporaneous foreign works or magazine articles. These extracts each consist of from 80 to 100 words, and the competitor is required to translate them into English. The second part is like the first in character, scope, and length; the extracts, however, are selected from works or magazine articles by English or American authors, and are to be translated into the foreign language. The third part consists of twenty very short sentences to be translated. These sentences are chosen for the especial purpose of testing the accuracy and extent of the competitor’s knowledge of the grammatical construction and the idiom of both the languages involved. In the translations, the competitor must adhere as closely to the text as the idiomatic usage of the different languages will permit. Close, idiomatic translations are given preference.

EXAMINATION IN PROOF READING.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	1
Third—Copying	1
Fourth—Letter writing	2
Fifth—Arithmetic	1
Sixth—Proof reading (practical questions)....	3
Seventh—Proof reading (correction of proof)...	11
Total.....	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Five and one-half consecutive hours are allowed for this examination.

The first, second, third, fourth, and fifth subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

The sixth subject of this examination—practical questions—contains questions in orthography, syntax, punctuation marks (punctuation, accent, sound, and proof reader’s marks), also in regard to kinds of type, imposing of forms, implements of the printer’s art, etc.

The seventh subject—correction of proof—consists of two or three exercises in practical proof reading.

TELEGRAPHY EXAMINATION.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	1
Third—Copying.....	1
Fourth—Letter writing	2
Fifth—Arithmetic	1
Sixth—Practical questions.....	4
Seventh—Practical tests.....	10
Total.....	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Five consecutive hours are allowed for this examination.

The first, second, third, fourth, and fifth subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

The sixth subject—practical questions—relates to the instruments, wires, batteries, electrical phenomena, and other matters connected with practical telegraphy.

The seventh subject—the practical test—consists of an exercise in “sending” and one in “receiving,” in both of which all errors, “breaks,” and other defects are noted and charged. Speed, accuracy, and quality are all considered in marking these tests. No sample questions can be furnished.

N. B.—An expert telegrapher is required to conduct this examination, and, as it is not practicable to send a telegrapher to the different points on the route, this examination can be given only in Washington, D. C.

SPECIAL PENSION EXAMINER EXAMINATION.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship.....	1
Third—Copying.....	1
Fourth—Letter writing	2
Fifth—Arithmetic	1
Sixth—Law	8
Seventh—Pension law.....	6
Total	20

For explanation of the "relative weights," and of the method of determining the "general average," see clerk-copyist examination.

Seven consecutive hours are allowed for this examination.

The first, second, third, fourth, and fifth subjects of this examination are the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

SIXTH SUBJECT.—*Law. (Ser. 1.)*

Question 1. What is the difference, if any, between evidence and proof?

Question 2. What is meant by competent evidence and what by a competent witness?

Question 3. What is the difference between primary and secondary evidence?

Question 4. If primary evidence can not be produced, what, if anything, is required of the party desiring to produce secondary evidence to make the same competent?

Question 5. What kind or quality of evidence must a party always produce to support an allegation in legal proceedings?

Question 6. What is meant by the caption, and what by the jurat of an affidavit?

Question 7. Draw a complete affidavit in which John Smith shall properly set forth that Samuel Jones was free from any physical disability prior to Jones's enlistment in the military service of the United States.

Question 8. In what case is evidence excluded on the ground of public policy? (Series No. 6.)

Question 9. What is marriage and what are impediments to a lawful marriage? (Mention at least six impediments.) (Series No. 9.)

Question 10. What is divorce, and in this connection what is understood by the terms "condonation" and "recrimination"? (Series No. 9.)

SEVENTH SUBJECT.—*Pension Law. (Ser. 1.)*

(This subject, in recent series, contains ten questions, but the following are fair samples of the questions used in all of the examinations.)

Question 1. To whom and for service in what wars are pensions granted under the laws enacted since the 4th day of March, 1861?

Question 2. What is the order of succession of those entitled to pensions?

Question 3. Are the rights of soldiers and sailors the same under said laws?

Question 4. What is meant by "line of duty" as used in the pension laws? State whether it necessarily embraces every soldier disabled in the military service.

Question 5. Must a soldier or sailor be disabled to obtain a pension under the laws mentioned; if so, what is the standard which governs and what is the highest rate of pension?

Question 6. What does the word "disability" include, and if a soldier or sailor is pensioned for disability and afterwards recovers from the same, will the pension continue?

Question 7. Name all the circumstances or conditions under or on which the pension of a widow will terminate. (Series No. 6.)

Question 8. Who are minor children under the provisions of the pension laws? What additional pension is allowed to the widow of a soldier for the care and maintenance of his children; and when does such additional pension terminate? (Series No. 6.)

ASSISTANT EXAMINER EXAMINATION—PATENT OFFICE. (Ser. 10.)

Subjects.	Relative weights.
First—Physics.....	1
Second—Technics	1
Third—Mathematics and chemistry.....	1
Fourth—Mechanical drawing.....	1
Total of weights	4

Eight consecutive hours are allowed for this examination.

FIRST SUBJECT.—*Physics.*

Question 1. What is the correct method of finding the direction and intensity of the resultant of several forces, acting in one plane upon a given point, whose several directions and intensities are known? Give diagram and demonstration.

Question 2. What is the correct method of estimating the rapidity of efflux of water from a simple circular aperture in a vertical wall of a vessel, supposing the wall to be thin, and neglecting friction? What influence have efflux tubes upon the rapidity of efflux?

Question 3. What amount of heat will be required to convert 1 pound of ice having a temperature of 10° below 0° C. into steam, taking as thermal unit the amount of heat required to raise 1 pound of water through 1° C.?

Question 4. Describe the phenomenon of polarization of light, and give its rationale.

Question 5. In what does a (practically) continuous current of induced electricity consist? How may it be produced?

SECOND SUBJECT.—*Technics.*

Question 1. Describe the phonograph, and the manner in which it operates. Is it dependent upon electricity for its action?

Question 2. Describe the various means used for artificial refrigeration, and state the natural laws upon which each depends for its action. Describe an ice machine.

Question 3. What are the different modes of steam propulsion?

Question 4. What is hard rubber? Describe the process by which it is manufactured. State some of its uses.

Question 5. What is a sextant? Explain the manner in which it is used.

THIRD SUBJECT.—*Mathematics and chemistry.*

Question 1. Given $x^2 - x - 40 = 170$. Find the value of x .

Question 2. Find a number such that if subtracted from 10, and the remainder multiplied by the number itself, the product will be 21.

Question 3. A gallon being 231 cubic inches, what is the capacity in gallons of a cylindrical vessel 30 feet in diameter and 25 feet in height?

Question 4. Construct a square which shall be equal to two given squares.

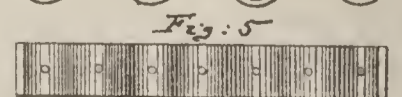
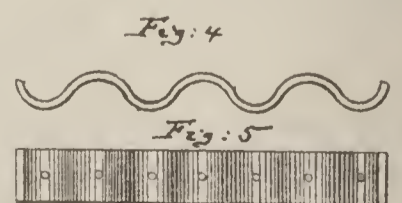
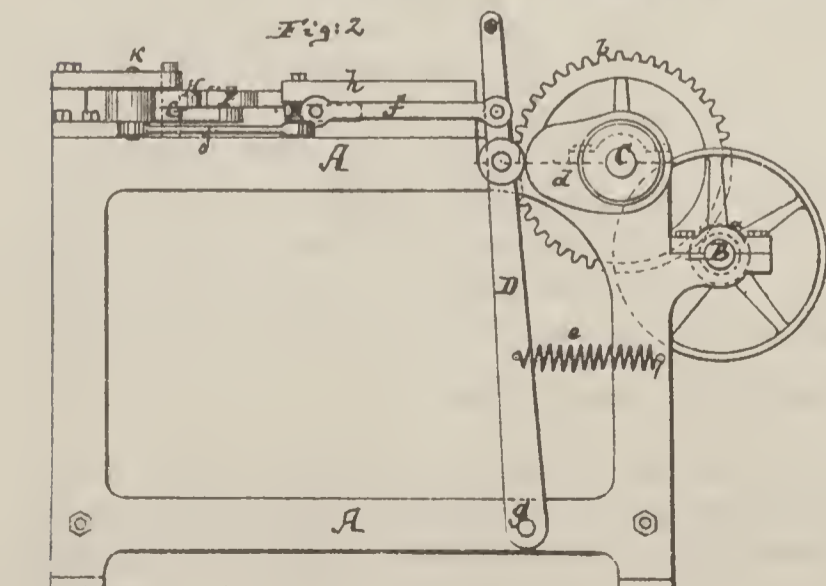
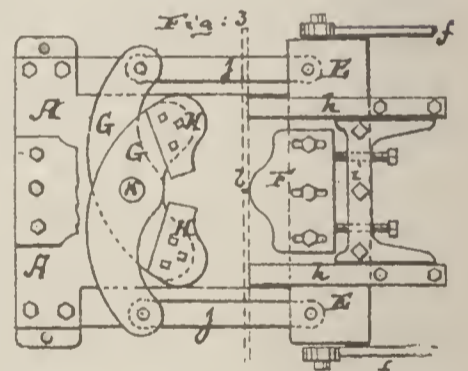
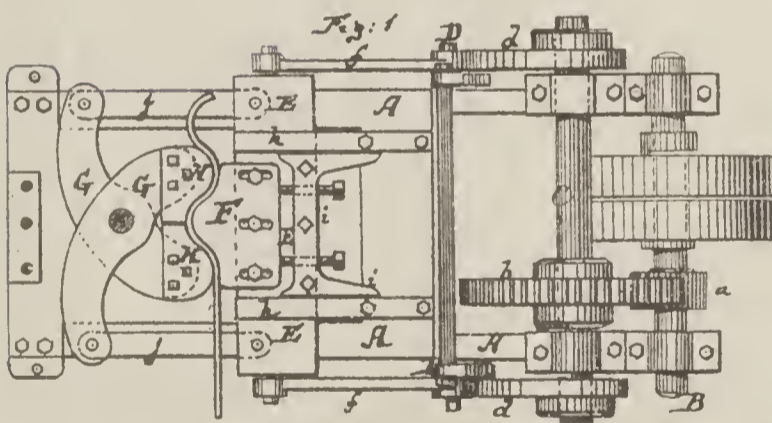
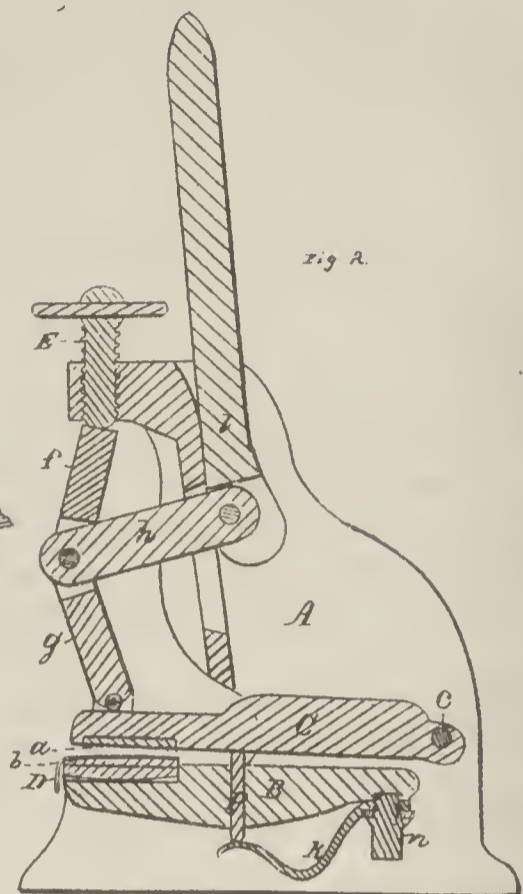
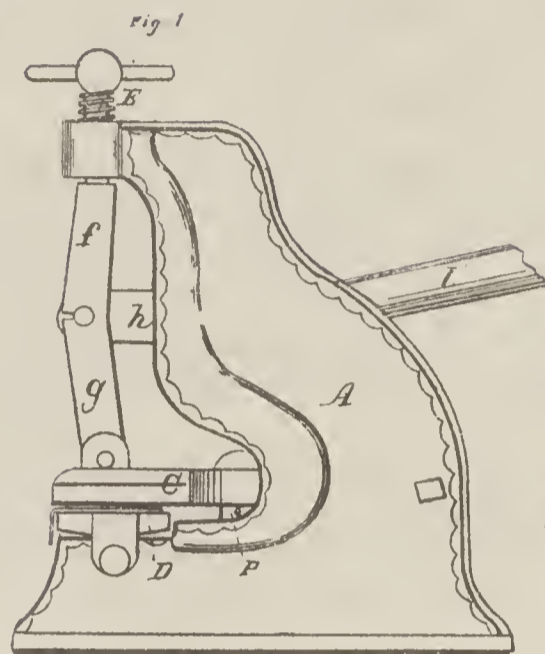
Question 5. (a) How is sulphuric acid manufactured? (b) What chemical reactions take place in the leaden chamber? (c) What is the percentage composition of bone ash if represented by the formula—

$3 [\text{Ca}_3 (\text{PO}_4)_2] \text{Ca CO}_3$, the atomic weights being $\text{Ca} = 40$, $\text{P} = 31$, $\text{C} = 12$, $\text{O} = 16$?

FOURTH SUBJECT.—*Mechanical drawings.*

Question 1. Describe the machine illustrated by the two drawings shown in the upper half of the opposite sheet; name the different views shown; name the several mechanical elements that appear, giving their functions. State the use of the machine.

FOURTH SUBJECT. - Mechanical drawings.



Question 2. Describe the machine illustrated by the four drawings shown in the lower half of the opposite sheet and give its purpose; name the mechanical elements that appear and indicate their functions.

STATE DEPARTMENT CLERK EXAMINATION—SPECIAL. (Ser. 3.)

Subjects.	Relative weights.
First—Orthography.....	2
Second—Penmanship	3
Third—Copying	2
Fourth—Letter writing	2
Fifth—Arithmetic	2
Sixth—Geography and history.....	2
Seventh—International law and diplomatic history.....	4
Eighth—Law (government)	3
Total.....	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Seven consecutive hours are allowed for this examination.

The first five subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, the second exercise of the third subject being omitted.

SIXTH SUBJECT.—*Geography and history.* (Ser. 3, 4, 5, and 6.)

Question 1. Between what parallels and meridians does the United States extend? (Answer approximately.)

Question 2. What are the boundaries of France or Germany, and of Ohio or Vermont?

Question 3. State the population, respectively, of the United States, the British Isles, the Dominion of Canada, France, and Germany.

Question 4. State the population of your native State, and of its principal city, naming each.

Question 5. State the area, in square miles, of Russia in Europe, and of Texas.

Question 6. What nation was at one time an ally of the United States?—Give some particulars of the alliance.

Question 7. What circumstances led to the threatened war with France, and how was it averted?

Question 8. (a) What circumstances led to the war with Mexico? (b) What were the main results of that war to the United States?

Question 9. Mention the leading facts in the life of either Franklin or Hamilton.

Question 10. Name the political parties in the national election of 1860.

SEVENTH SUBJECT.—*International law and diplomatic history.*

Question 1. State the ways in which nationality can be acquired.

Question 2. What is international law?

Question 3. What have been the chief controversies in which the United States has been engaged with foreign powers?

Question 4. Give some account of the origin and meaning of the “Monroe doctrine.”

Question 5. Mention some notable events in the diplomatic history of the United States. (Ser. No. 1.)

- Question 6. In what way and by what stages has international law developed to its present condition?
- Question 7. In cases of differences between sovereigns what are the modes of settlement?
- Question 8. What are the rules regulating sovereignty over the high seas?
- Question 9. What is the law with regard to the marine belt encircling a coast, and what is the law as to navigable rivers?
- Question 10. In what respects has a sovereign exclusive jurisdiction of the territory within his boundaries, and what exceptions are recognized to such sovereignty.

EIGHTH SUBJECT.—*Law (government).*

- Question 1. What are the functions and powers of the Secretary of State?
- Question 2. What are the chief features of distinction between the diplomatic and consular services?
- Question 3. How is legislation effected in the United States generally? Name some special processes of legislation.
- Question 4. To what extent are the various States of the Union sovereign powers, and in what important respect do they lack the quality of sovereignty?
- Question 5. What constitutes a treaty? When the terms of a treaty are in conflict with the provisions of a statute of the United States, which must be regarded as paramount? If the conflict be between a treaty and a law of one of the States, which prevails?

As optional subjects in the State Department examination, the competitor may also be examined in one or more of the modern languages. Such examinations are of about the same grade as the sixth subject in the modern languages examinations, and consist of two exercises—one being the translation of a passage of the foreign language into English, and the other the translation of a passage of English into the foreign tongue. The average obtained on an optional subject is not considered in determining the general average, but it is to the advantage of a competitor in the State Department examination to show a fair acquaintance with at least one of the modern languages.

BOOKKEEPER EXAMINATION. (Ser. 6.)

Subjects.	Relative weights.
First—Orthography.....	2
Second—Penmanship.....	3
Third—Letter writing	2
Fourth—Commercial arithmetic.....	3
Fifth—Bookkeeping, practical	10
Total.....	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Nine consecutive hours are allowed for this examination.

The first, second, and third subjects are substantially the same as the first, second, and fourth subjects of the clerk-copyist examination.

FOURTH SUBJECT.—*Commercial arithmetic.*

N. B.—In solving problems the work should be not merely indicated, but given in full, showing how the answers are obtained. The answer to each problem should be indicated by writing “Ans.” after it.

Question 1. The tax assessed by a certain town is \$18,750; its property is valued at \$1,250,000. What rate per cent is the tax, and how much will be paid by a man whose property is assessed at \$6,000?

Question 2. Add these amounts across, placing the totals in the spaces provided, and find the grand total:

			Total.
\$396.001	\$32.741	\$18.90	\$.....
75.60	37.204	.17
1,476.009	618.2045	84.29
89.8045	777.09	4.221
1,612.220	1.47	329.90
77,624.00	6.196	91.19
134.93	16.031	1,719.10
16.676	414.80	5.125
232.301	17.76	1,801.90
88.74	242.001	1.29
1.9011	758.23	96.427
Grand total.....		

Question 3. What is the value in currency of 7,984 ounces of silver bullion at \$19.80 per pound (avoirdupois weight) when gold is selling at 102½?

Question 4. What must be paid for a \$200 four-and-a-half per cent bond in order to make it an 8 per cent investment?

Question 5. G and H engaged in business as partners. G invested \$10,000 and H \$5,000, G sharing ⅔ and H ⅓ of the gains and losses (no interest was kept). Their assets at the close of the year consisted of cash, \$2,100; bills receivable, \$4,400; merchandise, \$13,000, and personal accounts, \$8,000, 10 per cent of which were considered worthless. Their liabilities were bills payable, \$1,625; personal accounts, \$5,625. G drew out during the year \$850 and H \$1,075.

If H should retire from the firm how much would he be entitled to receive?

FIFTH SUBJECT.—*Bookkeeping, practical.*

The competitor is required to prepare on the ruled blank sheets furnished him, a journal-daybook and a ledger, and to make thereon the entries representing the following transactions:

March 1, 1887, commenced business, investing the following:

Cash	\$6,000
Merchandise, as per inventory	9,000
Real estate (house and lot, 640 Elm st.)	5,000
Bills receivable (note against J. M. Butt).....	3,000
Personal acc't against Chas. E. Persons.....	1,500
	<hr/>
	24,500

M'ch 3, '87, paid drayage \$45.50, and insurance, \$17.85; bo't of C. W. Goyer & Co. 1,825 lb. S. C. hams, @ 10 cts., and 3,608 lb. B. bacon, @ 12½ cts., accepting their draft favor of Third National Bank for the am't in payment thereof. M'ch 6, '87, sold Geo. Riggles 100 bbl. flour, @ \$4.75; 10 bbl. (480 gal.) sirup, @ 50 cts. per gal.; 12,000 lb. hams, @ 11 cts. M'ch 10, '87, rec'd cash for rent of house at 640 Elm st., 4 mos., @ \$68 per mo.; paid cash for digging well on Elm street lot, \$64.75. M'ch 27, '87, drew 30 d's' draft on C. E. Persons for am't of his acc't, which he accepted; sold Ed. Goodrich 4,000 lb. B. bacon, @ 10½ cts.; 10 t're's, 4,000 lb., lard, @ 10 cts., receiving cash for ½; accepted draft on A. B. Ferguson for \$310, and balance on acc't. M'ch 30, '87, sold house and lot 640 Elm st. to Thos. McKiernan for \$5,800, receiving cash \$2,800, his note, due in 6 mo's, at 6 %, for balance; discounted Thos. McKiernan's note at Third Nat. B'k, money being worth 4 %, and deposited proceeds in said bank. Apr. 3, '87, paid draft favor of C. W. Goyer & Co. by sending them a sight draft on Geo. Riggles for the am't, the same being duly honored. Apr. 5, '87, B. bacon bo't of C. W. Goyer, being damaged, a discount of 2½ % on the am't was allowed. Apr. 7, '87, J. M. Butt paid \$1,500 on his note, and interest to date, \$78.50. Apr. 10, '87, paid clerk hire, \$125; for services of porter, \$75.

Merchandise inventory, \$8,425.73.

Close acc'ts, bring down balances, and furnish a trial balance and a balance sheet

EXAMINATION FOR OBSERVER IN THE WEATHER BUREAU. (Ser. 1.)

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship.....	1
Third—Copying.....	1
Fourth—Letter writing.....	2
Fifth—Arithmetic.....	2
Sixth—Meteorology.....	7
Seventh—Physics.....	6
Total.....	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Seven consecutive hours are allowed for this examination.

The first five subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

SIXTH SUBJECT.—*Meteorology.*

Question 1. What is the approximate length of a column of mercury supported by the pressure of the air at sea level? Explain how this may be determined.

Question 2. Explain how a barometer may be used in determining the height of a mountain.

Question 3. (a) How are the freezing and boiling points of a thermometer determined?

(b) What number of degrees Centigrade lie between these points?

(c) How many Fahrenheit degrees?

Question 4. State the prominent ways in which the atmosphere is heated.

Question 5. (a) What is understood by the mean temperature of the day?

(b) How is it obtained from observations at 7 a. m., 2 p. m., and 9 p. m.?

Question 6. How does an insular differ from a continental climate? Why?

Question 7. Define dew-point, and show how it can be observed by use of water when it is not below 40°.

Question 8. What is relative humidity, and how is it obtained?

Question 9. How is the direction of the wind observed?

Question 10. Describe the corona.

SEVENTH SUBJECT.—*Physics.*

Question 1. What is meant by the density of a body, and what substance is taken as a standard for comparison?

Question 2. A man weighing 200 lbs. walks to the top of the Washington Monument, 500 feet high; how many units of work are expended?

Question 3. Explain briefly why a body is heavier at the poles of the earth than at the equator?

Question 4. Assuming the rate at which a body acquires velocity when falling in a vacuum as 32 feet per second, what distance will be passed over from the 3d to the 7th second after the body starts to fall?

Question 5. In the case of a lever with a weight of 1,000 lbs. at the end of the short arm, a distance of 1 foot from the fulcrum, what weight will counterbalance it at the end of the long arm, a distance of 9 feet from the fulcrum?

Question 6. Illustrate by a diagram what is meant by the index of refraction of a body.

Question 7. Explain the principles involved in the construction of a mercurial thermometer, and describe the essential features of such an instrument.

- Question 8. Explain the principles of compensation for temperature as applied in a mercurial compensating pendulum.
- Question 9. Explain the draft of a chimney.
- Question 10. (a) If the electrical resistance of a wire 100 feet long is 10 ohms, what will be the resistance of a wire of the same material 200 feet long?
- (b) What would be the resistance of a wire of the same material 100 feet long, but of twice the diameter?

TOPOGRAPHIC-DRAFTSMAN EXAMINATION. (Ser. 3.)

Subjects.	Relative weights.
First—Letter writing	1
Second—Geography	3
Third—Scale drawing	9
Fourth—Geographic projections	7
Total	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Nine consecutive hours are allowed for this examination.

The first subject is substantially the same as the fourth subject of the clerk-copyist examination; the second subject is substantially the same as the geography of the sixth subject of the railway mail clerk examination.

The third subject consists of compiling on a sheet of drawing paper, and on an enlarged scale, a chart, a copy of which is furnished at the time of the examination. The work is to be done with india ink, and time, scale, lettering, topography, and execution are considered in marking the subject.

The fourth subject relates to the theory of polyconic and Mercator projections, and to the instruments, books, and appliances necessary to construct polyconic projections.

MECHANICAL-DRAFTSMAN EXAMINATION. (Ser. 3.)

Subjects.	Relative weights.
First—Letter writing	2
Second—Arithmetic	3
Third—Shading, and shade and section lines...	7
Fourth—Mechanical drafting	8
Total	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Eight consecutive hours are allowed for this examination.

The first subject of this examination is substantially the same as the fourth subject of the clerk-copyist examination.

The second subject is confined to the fundamental rules of arithmetic, common and decimal fractions, and percentage.

The third subject is designed to test the competitor's ability to perfect in lines and render intelligible, by shading and shade and section lines, drawings in outline. Time, shading, shade lines, section lines, and execution are considered in marking this subject.

The fourth subject is designed to test the competitor's ability to make mechanical drawings from sketches and specifications. The work must be done with india ink, on bristol board, and be in conformity with the "Rules of Practice" in force in the United States Patent Office. Time, perception, execution, drafting, and form are considered in marking this subject.

MEAT INSPECTOR AND ASSISTANT INSPECTOR EXAMINATION—SPECIAL.
(Sup. ser. 1.)

DEPARTMENT OF AGRICULTURE—BUREAU OF ANIMAL INDUSTRY.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	1
Third—Copying.....	1
Fourth—Letter writing.....	1
Fifth—Veterinary anatomy and physiology....	3
Sixth—Veterinary pathology.....	6
Seventh—Meat inspection	7
Total.....	20

For explanation of the "relative weights" and the method of determining the "general average," see the clerk-copyist examination.

Five consecutive hours are allowed for this examination.

The first four subjects are the same as the corresponding subjects of the railway mail clerk examination, on page 50.

FIFTH SUBJECT.—*Veterinary anatomy and physiology.*

Question 1. Through what passage does the peritoneal cavity communicate with the exterior of the body? Describe it fully.

Question 2. Name and give the situation of the most important groups of lymphatic glands which should be examined for the detection of tuberculosis in the bovine species.

SIXTH SUBJECT.—*Veterinary pathology.*

Question 1. Starting from a mesenteric gland, in what directions and through what channels might an infectious organism be carried, and in what organs might it finally lodge?

Question 2. What pathological conditions may be the cause of fluid in the abdomen?

Question 3. What is inflammation, and to what different conditions may it lead?

Question 4. What is pus made up of, and how does it appear to the naked eye?

SEVENTH SUBJECT.—*Meat inspection.*

Question 1. Under what general pathological conditions is the flesh of animals to be considered unfit for human food?

Question 2. Where are the lesions of hog cholera chiefly found?

Question 3. In what diseases are lesions found which may be mistaken for tuberculosis? How would the diagnosis be made by the meat inspector after the animal's death?

Question 4. In what stage of tuberculosis must the flesh be regarded as infected?

SUPERINTENDENT OF STATION EXAMINATION. (Sup. Ser. 1.)

UNITED STATES COMMISSION OF FISH AND FISHERIES.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship.....	1
Third—Copying.....	1
Fourth—Letter writing.....	2
Fifth—Arithmetic.....	2
Sixth—Geography.....	3
Seventh—Fish culture.....	10
Total.....	20

For explanation of the “relative weights” and of the method of determining the “general average,” see the clerk-copyist examination.

Five and one-half consecutive hours are allowed for this examination. Two hours more are allowed for each additional fish-culture test. A competitor will not be examined on the first seven subjects in connection with the additional fish-culture tests.

There are four classes of superintendents, as follows: Those engaged (1) in pond-culture operations, (2) in salmon, trout, and whitefish operations, (3) in marine operations, and (4) in shad and pike-perch operations.

A competitor who passes an examination in any one of the above classes becomes eligible to the class to which the subject relates, and a competitor who passes an examination in all of them becomes eligible to each and all of the classes. Every competitor will therefore be permitted to take an examination in any or all of the four classes.

The first five subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

SIXTH SUBJECT.—*Geography.*

Question 1. Name the five States which border on the Ohio River.

Question 2. Name the largest city on each of the following-named rivers or bodies of water: Lake Michigan, Delaware River, Lake Superior, James River.

Question 3. Locate the following: Tombigbee River, Sabine River, Susquehanna River, Yellowstone River.

Question 4. On what river or body of water is each of the following: St. Louis, Louisville, Sandusky, Omaha, Bangor.

Question 5. Locate the following: Lake Superior, Chesapeake Bay, White Mountains, Great Salt Lake, Pamlico Sound.

SEVENTH SUBJECT.—*Fish culture.*

Pond culture.

Propagation of salmonidæ.

Propagation of marine species.

Propagation of shad and pike-perch.

In the four classes under this subject questions relating to the following topics were asked: Geographical distribution; definition and description of varieties; preparation of food and methods of feeding; methods of reproduction; conditions of successful culture; equipment of station, etc.

No sample questions can be furnished.

FISH-CULTURIST EXAMINATION.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	1
Third—Copying.....	1
Fourth—Letter writing.....	2
Fifth—Arithmetic	2
Sixth—Geography	3
Seventh—Fish culture	10
Total.....	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Five consecutive hours are allowed for this examination. Two hours more are allowed for each additional fish-culture test. A competitor will not be examined again on the first seven subjects in connection with the additional fish-culture tests.

There are four classes of fish culturists, as follows: Those engaged (1) in pond-culture operations, (2) in salmon, trout, and whitefish operations, (3) in marine operations, and (4) in shad and pike-perch operations.

A competitor who passes an examination in any one of the above classes becomes eligible in the class to which the subject relates, and a competitor who passes an examination in all of them becomes eligible in each and all of the classes. Every competitor will therefore be permitted to take an examination in any or all of the four classes.

The first five subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

The sixth and seventh subjects are similar to, although less difficult than, the corresponding subjects of the superintendent of station examination.

STATISTICAL FIELD AGENT EXAMINATION—SPECIAL. (Sup. Ser. 1.)

UNITED STATES COMMISSION OF FISH AND FISHERIES.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship	1
Third—Copying.....	1
Fourth—Letter writing	2
Fifth—Arithmetic.....	2
Sixth—Compilation of statistics.....	5
Seventh—Commercial fisheries.....	8
Total.....	20

For explanation of the “relative weights,” and the method of determining the “general average,” see the clerk-copyist examination.

Five and one-half consecutive hours are allowed for this examination.

The first five subjects are substantially the same as the corresponding subjects of the clerk-copyist examination, with the exception that the third subject in this examination consists only of an exercise in writing from plain copy.

SIXTH SUBJECT.—*Compilation of statistics.*

The competitor is required to arrange the following information in one table and to compute for each State and for the entire region the increase or decrease and the percentage of increase or decrease in each item.

Prepare a discussion, containing not less than 250 words, of the prominent features disclosed by the figures.

In 1880 the number of persons ascertained to be employed in the fisheries of the New England States was as follows: Maine, 11,071; New Hampshire, 414; Massachusetts, 20,117; Rhode Island, 2,310; Connecticut, 3,131.

In the same year the following capital was invested in the fishing industry: Maine, \$3,375,994; New Hampshire, \$209,465; Massachusetts, \$14,334,450; Rhode Island, \$596,678; Connecticut, \$1,421,020.

The products then taken had a value of \$14,270,393, apportioned as follows among the different States: Maine, \$3,614,178; New Hampshire, \$176,684; Massachusetts, \$8,141,750; Rhode Island, \$880,915; Connecticut, \$1,456,866.

In 1889 the number of persons employed was 36,536, of which 14,129 were credited to Maine, 365 to New Hampshire, 17,238 to Massachusetts, 1,757 to Rhode Island, and 3,047 to Connecticut.

In the same year the capital invested was \$20,094,794, as follows: Maine, \$2,889,893; New Hampshire, \$112,660; Massachusetts, \$13,245,229; Rhode Island, \$1,020,178; Connecticut, \$2,826,834.

The value of products was as follows: Maine, \$2,111,206; New Hampshire, \$88,511; Massachusetts, \$5,858,274; Rhode Island, \$935,144; Connecticut, \$1,557,506.

SEVENTH SUBJECT.—*Commercial fisheries.*

The topics under this subject relate to fishing apparatus, fishing vessels, varieties and geographical distribution of fishes, nature and uses of various products of fisheries, etc.

No sample questions can be furnished.

TAGGER AND STOCK-EXAMINER EXAMINATION.

Subjects.	Relative weights.
First—Orthography	1
Second—Penmanship	1
Third—Copying	1
Fourth—Letter writing	1
Fifth—Arithmetic	1
Sixth—Practical questions	5
Total.....	10

For explanation of “relative weights,” and method of determining the “general average,” see the clerk-copyist examination.

Three and one-half consecutive hours are allowed for this examination.

Applicants for the position of tagger will be examined only on the first five subjects of this examination. Applicants for the position of stock examiner will be examined on all the subjects, including the sixth subject—practical questions. The first five subjects of this examination are substantially the same as those of the skilled laborer examination on page 36. No specimens of the practical questions can be furnished.

Each applicant is required to file an application on a regular application blank, and also a supplementary statement on another blank which accompanies the application blank. Applicants for the stock-examiner examination must show in their supplemental statements (personal questions) that they have had at least three years' experience in handling meats or meat-producing animals. Each applicant should indicate in his application whether he wishes to be examined for the position of tagger or the position of stock examiner.

ENGINEER AND MACHINIST EXAMINATION.

Subjects.	Relative weights.
First—Orthography	1
Second—Penmanship	1
Third—Copying	1
Fourth—Letter writing	1
Fifth—Arithmetic	2
Sixth—Practical questions	14
Total	20

For explanation of “relative weights” and method of determining the “general average,” see the clerk-copyist examination.

Four consecutive hours will be allowed for this examination.

No specimen questions can be furnished.

The first three subjects are the same as the corresponding subjects of the railway mail clerk examination on page 50.

The fifth subject is substantially the same in grade as the arithmetic in the railway mail clerk examination. The questions, however, are made applicable, as far as possible, to the duties of an engineer.

In the sixth subject, practical questions, the competitor is required to answer questions in regard to the various parts of a boiler and engine, to describe the different kinds of engines, to explain the use of the various parts of machinery, to show his knowledge of packing, repairing, and managing engines and boilers, and to answer other questions of a practical character pertaining to the work of an engineer and machinist.

RAILWAY MAIL CLERK EXAMINATION.

Subjects.	Weights.
First—Orthography	1
Second—Penmanship	1
Third—Copying	2
Fourth—Letter writing	2
Fifth—Arithmetic	2
Sixth—Geography of the United States	4
Seventh—Railway and other systems of transportation in the United States	4
Eighth—Reading addresses	4
Total	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Five consecutive hours are allowed for this examination.

It will be noticed that the last three subjects are weighted as $\frac{12}{20}$ or 60 per cent of the whole examination.

DESCRIPTION OF THE FIRST FOUR AND THE EIGHTH SUBJECTS.

The first subject, orthography, consists of the writing of twenty words, which are pronounced by the examiner, similar to the first subject of the clerk-copyist examination. The second subject, penmanship, is marked on the copying exercise. For the third subject, copying, the competitor is required to copy accurately in every respect an exercise of about one hundred and twenty-five words. For the fourth subject, letter writing, the competitor is required to write a letter on a topic which

will be given him at the time of the examination, similar to the fourth subject of the clerk-copyist examination. For the last subject, reading addresses, some sheets on which are written a total of twenty-five names and addresses are given to the competitor and he is required to read them. Speed and accuracy are marked on this subject.

SPECIMEN QUESTIONS OF THE FIFTH, SIXTH, AND SEVENTH SUBJECTS.

FIFTH SUBJECT.—*Arithmetic.* (Ser. 25.)

N. B.—In solving problems the work should be not merely indicated, but given in full, showing how the answers are obtained. The answer to each problem should be indicated by writing "Ans." after it.

Question 1. Add the following, and from the sum subtract 32,885,696:

$$\begin{array}{r}
 1, 366, 245, 780 \\
 71, 375, 739, 775 \\
 736, 947, 566 \\
 77, 791, 178, 643 \\
 2, 756, 722 \\
 497, 345, 921 \\
 2, 178, 654, 214 \\
 \hline
 \hline
 \end{array}$$

Question 2. What is the difference between the product of $387\frac{1}{2}$ multiplied by 314 and the quotient of 877,385,265 divided by 100,101?

Question 3. A railway mail clerk bought a lot for \$1,944 and sold it for one-half more than it cost him, thereby gaining 40 cents on each square foot. How many square feet were in the lot?

Question 4. In one year a railway mail clerk distributed on his runs 468,640 pieces of mail. If $\frac{5}{8}$ of the pieces consisted of letters, and there were 5 postal cards and 4 newspapers for every package, how many pieces of each class were there?

Question 5. A railway mail clerk decided to save $\frac{1}{3}$ of his salary during one year, but instead he saved $\frac{2}{5}$, and found that during the year he had saved \$30 more than he had decided to save. What was his annual salary?

SIXTH SUBJECT.—*Geography.* (Ser. 1.)

Question 1. Name two States crossed or in part bounded by each of the following-named rivers, and give the capital of each of the States named: Connecticut, Delaware, Ohio, Mississippi, Missouri.

Question 2. Name the State in which you live and the States or foreign countries or bodies of water which form the boundaries on two sides of that State.

Question 3. Name two important cities on each of the following-named rivers and lakes, and give the name of the State in which each of these cities is situated: Hudson River, Ohio River, Mississippi River, Lake Erie, Lake Michigan.

Question 4. Name three cities on or near the Atlantic Ocean, one on or near the Gulf of Mexico, and one on or near the Pacific Ocean.

Question 5. Name the State of the Union that extends farthest east and the State that extends farthest west, and name the capital of each.

SEVENTH SUBJECT.—*Railway and other systems of transportation in the United States.* (Ser. 1.)

In the seventh subject the questions are designed to elicit the competitor's knowledge of railway routes and systems of transportation in his railway mail

division, and will be confined to the railroads entering and connecting the principal cities in such railway mail division, the junction points on the railway routes between the principal cities, and the railroads connecting at such junction points.

N. B.—The following information is printed on each sheet of the seventh subject. In naming railroads, the competitor should give the names or titles by which the roads are known in the current official railway guides, and should not give old or local names.

Railway mail divisions

There are eleven (11) divisions, as follows:

First division.—The New England States.

Second division.—New York, New Jersey, Pennsylvania, Delaware, and the Eastern Shore of Maryland.

*Third division.**—Maryland (excluding the Eastern Shore), Virginia, West Virginia, North Carolina, and the District of Columbia.

Fourth division.—South Carolina, Georgia, Florida, Alabama, and Mississippi.

Fifth division.—Ohio, Indiana, Kentucky, and Tennessee.

Sixth division.—Illinois, Iowa, Nebraska, and Wyoming.

Seventh division.—Missouri, Kansas, Colorado, and New Mexico.

Eighth division.†—California, Nevada, Oregon, Alaska, Arizona, Idaho, Utah, and Washington.

Ninth division.‡—The through mails via Buffalo, Suspension Bridge, Toledo, and Detroit; the lines of the Lake Shore and Michigan Southern Railroad, and the lower peninsula of Michigan.

Tenth division.—Wisconsin, northern peninsula of Michigan, Minnesota, North Dakota, South Dakota, and Montana.

Eleventh division.§—Arkansas, Louisiana, Indian Territory, and Texas.

No further information concerning the scope and character of the examination can be given, and the Commission can neither furnish nor recommend text-books to be studied in preparation. Letters of inquiry on these points will be ignored.

* Residents of the District of Columbia are required to select either Maryland or Virginia as their State when answering the questions.

† Residents of the Eighth division are requested to omit Alaska in naming capitals or largest cities in States or Territories in that division.

‡ Residents of the Ninth division are required to use the States of Michigan, Ohio, Indiana, and Illinois when answering the questions.

Residents of the lower peninsula of Michigan only will be regarded as in the Ninth division.

§ Residents of the Eleventh division are required to omit Indian Territory in naming capitals or largest cities in States and Territories in that division.

Residents of Indian Territory are required to select Oklahoma Territory as their Territory in answering questions.

All of Louisiana will be regarded as in the Eleventh division.

INDIAN SERVICE.

N. B.—The examinations for the Indian service are for the most part topical rather than textual, although both topical and textual tests occur in some parts. Instead of questions and tests such as are found in the ordinary text-books in use in schools, the competitor is given topics upon which to write essays or to prepare lessons. The essays and lessons required are intended to test the competitor's knowledge of the subject, and particularly his ability to prepare exercises for teaching. Mere superficial essays which display little knowledge of the subject and but little comprehension of what is required are graded very low.

TEACHER EXAMINATION. (Ser. 1.)

Subjects.	Relative weights.
First—Penmanship	1
Second—Orthography	1
Third—Pedagogy	4
Fourth—Arithmetic.....	3
Fifth—Geometry.....	2
Sixth—Geography.....	2
Seventh—Natural history.....	1
Eighth—History and Government of the United States	2
Ninth—Drawing	2
Tenth—American literature.....	1
Eleventh—Physiology and hygiene.....	1
Total.....	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Grammar will be considered in marking all of the topical tests of this examination.

Nine consecutive hours are allowed for this examination.

FIRST AND SECOND SUBJECTS.—*Penmanship and orthography.*

Penmanship and orthography will be marked on a plain copying exercise, consisting of 100 words. The examiner will first dictate the exercise to the competitors. After they have taken down the dictation they will be permitted to make a smooth copy of what they have written, and upon this smooth copy penmanship and orthography will be marked.

THIRD SUBJECT.—*Pedagogy.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on a topic assigned. The following topic has been used: “The chief advantages and disadvantages of periodical written examinations in the intermediate grades of school work.

FOURTH SUBJECT.—*Arithmetic.*

Both topical and textual tests are required in this subject.

Topical test.—The competitor is required to write an essay of not less than 150 nor more than 300 words on a topic assigned. The following topic has been used: “The method you would pursue in teaching children from 9 to 12 years of age a knowledge of decimal fractions.”

Textual test.—The following questions have been used:

[N. B.—In solving problems, the work should not be merely indicated, but given in full, showing how the answers are obtained. The answer to each problem should be indicated by writing “Ans.” after it.]

Question 1. Teacher A, whose salary is \$600 a year, saves $\frac{1}{3}$ of this amount, and teacher B, whose salary is \$720 a year, saves $\frac{1}{4}$ of it. If teacher A loans her savings at 6 per cent per annum, at what rate of interest must teacher B loan hers to receive an equal amount of annual interest?

Question 2. At 18 cents a square yard, what will it cost to plaster a room 20 feet long, 16 feet wide, and 12 feet high, making allowance for 4 windows 3 by $6\frac{1}{2}$ feet, and one door $3\frac{1}{2}$ by 8 feet in size?

Question 3. Find the value of $2\frac{1}{2} \times \frac{3\frac{1}{2} - 2\frac{2}{3}}{\frac{7}{8} + \frac{1}{6}} \div 12.5$, and reduce answer to a decimal fraction.

Question 4. A manufacturer of jewelry bought 10 lbs. of silver, avoirdupois weight, at \$10.44 a pound, and made it into solid silver chains weighing 4 pwt. 4 gr. each. He sold these at \$1.75 each. If the cost of making each chain was 50 cents, did he gain or lose on the transaction, and how much?

FIFTH SUBJECT.—*Geometry.*

The competitor is required to write an essay of not less than 100 nor more than 150 words on a topic assigned. The following topic has been used: “The method, in detail, that you would pursue in teaching a knowledge of the terms, point, line, surface, and volume, to a class of pupils in the intermediate grade.”

SIXTH SUBJECT.—*Geography.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on a topic assigned. The following topic has been used: “The plan, in detail, that you would pursue in teaching pupils from 8 to 12 years of age a knowledge of the earth’s motions and the location of the zones of climate.”

SEVENTH SUBJECT.—*Natural history.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on one of two topics assigned. The following topic has been used: “Your method of imparting to advanced classes a knowledge of the habits, characteristics, etc., of the family *Ovis* (sheep).”

EIGHTH SUBJECT.—*History and Government of the United States.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on a topic assigned. The following topic has been used: “A description of the War of 1812 in a manner intended to interest children in the intermediate grades in a study of its history.”

NINTH SUBJECT.—*Drawing.*

The competitor is furnished a sheet of Whatman drawing paper and is required to make a drawing in accordance with the topic assigned. The drawing must be free-hand and made with pencil. The following topic has been used: “Draw an original design, using the conventionalized clover leaf as a unit of design.”

TENTH SUBJECT.—*American literature.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on one of two topics assigned. The following topic has been used: “Your method of outlining and teaching a knowledge of American literature to advanced primary pupils.”

ELEVENTH SUBJECT.—*Physiology and hygiene.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on a topic assigned. The following topic has been used: “The anatomy, physiology, and hygiene of respiration as you would explain them to a class of pupils in the intermediate grades.”

SUPERINTENDENT AND PRINCIPAL TEACHER EXAMINATION. (Ser. 1.)

Subjects.	Relative weights.
First—Penmanship	1
Second—Orthography	1
Third—School management and pedagogy	3
Fourth—Elements of bookkeeping and commercial arithmetic	3
Fifth—Geometry	2
Sixth—Geography	1
Seventh—Natural history	1
Eighth—History and Government of the United States	2
Ninth—Industrial economics	3
Tenth—American literature	1
Eleventh—Physiology and hygiene	2
Total	20

For explanation of the "relative weights" and the method of determining the "general average," see clerk-copyist examination.

Grammar is not one of the subjects, but will be considered in marking all the topical tests of this examination.

Nine consecutive hours are allowed for this examination.

All the subjects of this examination except the fourth and ninth are substantially the same as the corresponding subjects of the teacher examination.

FOURTH SUBJECT.—*Elements of bookkeeping and commercial arithmetic.*

Both topical and textual tests will be required in this subject.

Topical test.—The competitor is required to write an essay of not less than 150 nor more than 300 words on the topic assigned. The following topic has been used: "Describe in detail the method of domestic and foreign exchange."

Textual test.—The following questions have been used:

[N. B.—In solving problems the work should be not merely indicated, but given in full, showing how the answers are obtained. The answer to each problem should be indicated by writing "Ans." after it.]

Question 1. On three monthly ration days there were distributed at a certain agency a total of 46,440 lbs. of flour and 58,050 lbs. of beef. On the first ration day 425 individual monthly rations were issued, on the second ration day 450 were issued, and on the third day 415 were issued. What was the average amount of flour and beef issued to each individual a month?

Question 2. A note of \$350 due in six months at 6 per cent interest was dated May 1, 1893. On August 3, 1893, it was discounted at a bank at 8 per cent. What were the proceeds of the note?

Question 3. The aggregate amount of annual salaries paid the superintendent and teachers at a certain school was \$11,460. Two-thirds the number of teachers received \$600 per annum, $\frac{2}{5}$ of the remainder received \$720 per annum, and the remainder \$900 per annum. The superintendent received \$504 more than $\frac{1}{10}$ the total amount paid all the teachers. How many teachers of each grade were employed?

Question 4. During 1893 James Watson, a contractor, had the following dealings with the Treasury Department: On January 3 he furnished 2,575 lbs. of twine, at 12 cents a lb.; on April 4, 25 doz. gold pens, at \$25 a doz.; on May 7, 645 reams of letter paper, at \$2.15 a ream; on July 9, 45 doz. qts. ink, at \$3.10 a doz.; on October 30, 1,000,000 envelopes, at \$1.95 a thousand; and on December 5, 8 doz. inkstands, at \$1.58 a doz. He was paid cash as follows: On February 4, \$175; on April 30, \$350; on July 15, \$700; on November 5, \$2,300; and on December 31 he was allowed on settlement \$45 for cartage, and charged \$75 for breakage, and \$60 for shortage on envelopes. Make a statement of this account in the blank below, as it should appear on the books of James Watson, making proper heading and showing balance, if any, due him.

[illegible]

NINTH SUBJECT.—*Industrial economics.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on one of two topics assigned. The following topic has been used: "Your views as to the proper selection, care, and management of a herd of twenty cattle at an Indian school farm."

MATRON EXAMINATION. (Ser. 1.)

Subjects.	Relative weights.
First—Penmanship	1
Second—Orthography.....	1
Third—Domestic economy	3
Fourth—Keeping accounts.....	2
Fifth—Nursery management.....	3
Total.....	10

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Five consecutive hours are allowed for this examination.

FIRST SUBJECT.—*Penmanship.*

Penmanship will be marked on the exercise of the third subject.

SECOND SUBJECT.—*Orthography.*

Orthography will be marked on the exercise of the third subject.

THIRD SUBJECT.—*Domestic economy.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on the topic assigned. The following topic has been used: “Make an estimate of the kinds and amount of kitchen utensils, dishes, table linen, towels, etc., necessary in an Indian school of one hundred pupils.”

FOURTH SUBJECT.—*Keeping accounts.*

The following exercise has been used:

During January, 1893, a matron at an Indian school received and issued the following supplies: On Jan. 2 she received 500 lbs. beef, valued at 5 cents a pound; 10 bbls. flour, at \$4.10 a barrel; 50 lbs. coffee, at 20 cents a pound; 150 lbs. rice, at 4½ cents a pound, and 200 lbs. bacon, at 8 cents a pound. On Jan. 4 she issued 250 lbs. beef, 3 bbls. flour, and 20 lbs. coffee. On Jan. 10 she issued 50 lbs. bacon and 60 lbs. rice. On Jan. 15 she received 40 bu. potatoes, at 60 cents a bushel; 630 lbs. sugar, at 5½ cents a pound; 400 lbs. meal, at 2 cents a pound; 50 lbs. evaporated peaches, at 15 cents a pound, and 6 doz. cans tomatoes, at \$1.10 a dozen. On Jan. 20 she issued 200 lbs. beef, 100 lbs. sugar, and 10 lbs. coffee. On Jan. 25 she issued 10 bu. potatoes and 200 lbs. meal. Allowing the same prices for goods issued as received, make in the form below an itemized statement of the entries above as it should appear upon the matron’s ledger, making proper heading and showing the total value of the provisions in her custody on Jan. 31.

FIFTH SUBJECT.—*Nursery management.*

The competitor is required to write an essay of not less than 150 nor more than 300 words on the topic assigned. The following topic has been used: “Some of the causes that render children peevish, fretful, and irritable, and suggest the methods that you would use to remove these causes.”

PHYSICIAN EXAMINATION. (Ser. 1.)

Subjects.	Relative weights.
First—Letter writing	1
Second—Anatomy and physiology	3
Third—Chemistry, materia medica, and therapeutics	2
Fourth—General pathology and theory and practice of medicine	5
Fifth—Surgery	4
Sixth—Medical jurisprudence, toxicology, and hygiene	2
Seventh—Obstetrics	3
Total	20

For explanation of the “relative weights” and of the method of determining the “general average,” see clerk-copyist examination.

Seven consecutive hours are allowed for this examination.

The first subject is substantially the same as the fourth subject of the clerk-copyist examination.

SECOND SUBJECT.—*Anatomy and physiology.*

Question 1. Give the relations of the popliteal artery with respect to vessels and nerves throughout its course.

Question 2. Give the origins and attachment of the biceps muscle of the arm.

Question 3. Of what is the ulnar nerve a branch, and what is its position at the elbow joint?

Question 4. What is meant by the glycogenic function of the liver?

Question 5. What fermentation does the urine undergo after being voided?

THIRD SUBJECT.—*Chemistry, materia medica, and therapeutics.*

Question 1. How many oxides of sulphur are there, and what acids do they form with water?

Question 2. What is iron rust chemically?

Question 3. To what class of medicine does aconite belong, and what is the dose of the tincture?

Question 4. What is tartar emetic chemically?

Question 5. Give the treatment for pleurisy.

FOURTH SUBJECT.—*General pathology and theory and practice of medicine.*

Question 1. Define intussusception, its symptoms and treatment.

Question 2. Give the differential diagnosis of rubeola and scarlatina.

Question 3. What is the exciting cause of scabies?

Question 4. Give the stages of intermittent fever.

Question 5. What is dysentery?

FIFTH SUBJECT.—*Surgery.*

Question 1. How should the stump of an amputated limb be dressed?

Question 2. Describe the process for the reduction of a dislocation of the shoulder joint.

Question 3. Give the differential diagnosis of a dislocation of the elbow joint and a fracture just above the joint.

Question 4. What is a cold abscess?

Question 5. Describe the method of plugging the nares for the relief of profuse epistaxis.

SIXTH SUBJECT.—*Medical jurisprudence, toxicology, and hygiene.*

Question 1. How can the difference be determined between a burn produced by a hot solid and a scald by boiling water?

Question 2. Give the characteristic features of acute poisoning by phosphorus.

Question 3. What diseases does trichiniferous pork, when used for food, produce; and when so used, what means can be adopted to render it innocuous?

SEVENTH SUBJECT.—*Obstetrics.*

Question 1. What is the principal danger to the child during labor in a breech presentation, and what should be done to reduce the danger to a minimum?

Question 2. What is placenta prævia, and its special concomitant danger?

SUPPLEMENTARY STATEMENT.

Question 1. Did you ever study medicine?

When?

Where?

How long?

Question 2. Did you ever practice medicine?

When?

Where?

How long?

Question 3. What other qualifications, acquired either by education or experience, have you for the position of physician in the Indian service?

TEACHER OF INDUSTRIES EXAMINATION.

Subjects.	Relative weights.
First—Penmanship	1
Second—Orthography	1
Third—Methods of manual training	2
Fourth—Arithmetic	2
Fifth—Geometry	2
Sixth—Geography	1
Seventh—Industrial economy	2
Eighth—Mechanical or industrial drawing (one optional)	3
Ninth—Free-hand drawing	3
Tenth—Physics	3
Total	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Grammar will be considered in marking all of the topical tests of this examination.

Nine consecutive hours are allowed for this examination.

No specimen questions can be furnished.

All the subjects of this examination except the third, seventh, eighth, ninth, and tenth are substantially the same as the corresponding subjects of the teacher examination.

THIRD SUBJECT.—*Methods of manual training.*

The competitor is required to write an essay of not less than 150 words on the topic assigned. Topics relating to various methods and details of instruction in manual training are given.

SEVENTH SUBJECT.—*Industrial economy.*

The competitor is required to answer five questions relating to the mechanical trades, uses of tools, nature of materials, industrial processes, etc.

EIGHTH SUBJECT.—*Mechanical or industrial drawing.* (One optional.)

The competitor is required to make either a mechanical or an industrial drawing in accordance with specifications or instructions given. Only one drawing is required, and the competitor is given the option of taking either subject. The competitor should supply himself with suitable instruments for scale drawing, etc.

NINTH SUBJECT.—*Free-hand drawing.*

The competitor is required to make two or three free-hand drawings with pencil. The exercises consist of copying and completing outlines given, drawing from dictation, original designs, etc.

TENTH SUBJECT.—*Physics.*

The competitor is required to answer five questions upon the more important elements of physics.

INDUSTRIAL-TEACHER AND FARMER EXAMINATION.

Subjects.	Relative weights.
First—Penmanship	1
Second—Orthography	1
Third—Farm economy	3
Fourth—Keeping accounts	1
Fifth—Practical questions in farming	4
Total	10

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Five consecutive hours are allowed for this examination.

No specimen questions can be furnished.

All the subjects of this examination except the third and fifth are substantially the same as the corresponding subjects of the matron examination.

THIRD SUBJECT.—*Farm economy.*

The competitor is required to answer five questions relative to the care and use of the more common tools, mechanical appliances, etc., connected with farm work.

Orthography will be marked on this subject.

FIFTH SUBJECT.—*Practical questions in farming.*

The competitor is required to answer five questions relative to general farming and gardening operations, care of various kinds of live stock, etc.

KINDERGARTEN TEACHER EXAMINATION.

Subjects.	Relative weights.
First—Penmanship	1
Second—Orthography	1
Third—Pedagogy	2
Fourth—Arithmetic.....	1
Fifth—Geometry	2
Sixth—Geography.....	1
Seventh—Natural history	1
Eighth—Drawing	2
Ninth—Physiology and hygiene.....	1
Tenth—Use of kindergarten materials.....	3
Eleventh—Songs, games, and stories.....	3
Twelfth—Psychology of childhood.....	2
Total	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Grammar is not one of the subjects, but will be considered in marking all the topical tests of this examination.

Nine consecutive hours are allowed for this examination.

No specimen questions can be furnished.

All the subjects of this examination except the tenth, eleventh, and twelfth are substantially the same as the corresponding subjects of the teacher examination, except that in the fourth and fifth subjects topical tests only will be given.

TENTH SUBJECT.—*Use of kindergarten materials.*

The competitor will be supplied with suitable kindergarten materials and required to use them as in kindergarten work in accordance with specific instructions. This test is intended to determine actual skill and familiarity with the materials used in kindergarten work.

ELEVENTH SUBJECT.—*Songs, games, and stories.*

The competitor is required to write an essay of not less than 200 words on a topic relating to the use of suitable songs, games, and stories for kindergarten work. This test is intended to determine actual familiarity with and ability to use kindergarten songs, games, and stories.

TWELFTH SUBJECT.—*Psychology of childhood.*

The competitor is required to write an essay of not less than 150 words on some subject relative to the growth, development, etc., of the mental faculties of children.

NURSE EXAMINATION.

This examination is identical with the matron examination, except that in the third subject practical questions in nursing are given in lieu of domestic economy. The competitor is required to write an essay on each of two topics relating to the practical work of nursing. No specimen questions in this subject can be furnished.

SEAMSTRESS EXAMINATION.

This examination is identical with the matron examination, except that in the fifth subject cutting, fitting, and sewing are given in lieu of nursery management. The competitor is required to write an essay on each of two topics relating to the practical work of cutting, fitting, and sewing. No specimen questions in this subject can be furnished.

GOVERNMENT PRINTING SERVICE.

[Applicants for any of the trades positions in the Government Printing Office are required to show in their applications that they have had five years' experience at the particular trade for which they desire to be examined.]

COMPOSITOR EXAMINATION.

Subjects.	Relative weights.
First—Orthography.....	4
Second—Penmanship	1
Third—Letter writing.....	2
Fourth—Arithmetic	3
Fifth—Practical questions.....	10
Total.....	20

For explanation of the “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Five and one-half consecutive hours are allowed for this examination.

No specimen questions can be furnished.

The examination is divided into two branches: (1) The book and newspaper branch and (2) the job-printing branch. The examination for each branch is the same, with the exception of the second exercise of the fifth subject, practical questions. The exercise for the book and newspaper compositors consists in writing from incorrect copy, while for the job compositors it consists in the arrangement of work for job printing. A competitor may be examined in both branches, but his general average will be determined by his marks in only one branch. He is therefore required to indicate on sheet 4 of the examination the branch which he desires to have considered in determining his general average. In the event of being certified for appointment, the exercise of the other branch will accompany his examination papers as an exhibit showing his proficiency in that branch.

The first, second, and third subjects are substantially the same as the first, second, and fourth subjects of the clerk-copyist examination. Penmanship is marked on the third subject, letter writing. The fourth subject is substantially the same as the fourth subject of the messenger and watchman examination.

The fifth subject, practical questions, consists of four exercises, as follows:

1. *Correcting proof.*—In this exercise the competitor is required to explain in writing the corrections indicated on the printed proof sheet by the proof reader. The exercise is designed chiefly to test the competitor's ability to follow the instructions of the proof reader and to interpret his marks. The corrections to be made are indicated in the same manner as in ordinary proof in a printing office. For convenience each word or group of words to be corrected is numbered on the sheet, and the competitor, in making the correction, writes the number of the word to be corrected, stating opposite it what correction is required; that is, what letter or letters are to be inserted, omitted, etc., or what other changes are indicated by the marks of the proof reader.

2. (a) *Writing from incorrect copy* (for book and newspaper printers only).—This exercise consists of a rough draft manuscript, similar to the specimen printed in this pamphlet in connection with the clerk-copyist examination. In the rough draft errors in spelling, grammar, punctuation, and capitalization are introduced, which the competitor is required to correct. The following instructions are given him: “Make on this sheet a smooth copy of the manuscript on the accompanying sheet, correcting errors in syntax and orthography, and properly punctuating and capitalizing. Write in full all abbreviated words. No changes in phraseology are permitted.”

(b) *Arrangement of work for job printing* (for job printers only).—This exercise consists of the arrangement of a title-page and a business card. The competitor is furnished with a statement of the matter to be set, with specific instructions. The matter must be properly arranged and correctly capitalized and punctuated, and the degree of importance of each line must be indicated by writing opposite it the size of type in which it should be set.

3. *Tabulating*.—This exercise consists of a statement of facts and figures which the competitor is required to arrange in a table with appropriate general heading and box heads. Full instructions are given on the sheet as to the width of the table and the number of columns. In addition to copying and arranging the matter in tabular form, the competitor is also required to give the cast of the several columns of the table.

4. *Abbreviations*.—In this exercise the competitor is required to write out in full ten words for which the abbreviations on the sheet stand, and also to give the corresponding correct abbreviations for ten other words printed on the sheet.

PRESSMAN, BOOKBINDER, STEREOTYPER, AND ELECTROTYPYER
EXAMINATIONS.

Subjects.	Relative weights.
First—Orthography.....	1
Second—Penmanship.....	1
Third—Copying.....	1
Fourth—Letter writing.....	1
Fifth—Arithmetic.....	1
Total.....	5

For explanation of “relative weights” and the method of determining the “general average,” see the clerk-copyist examination.

Four consecutive hours are allowed for this examination.

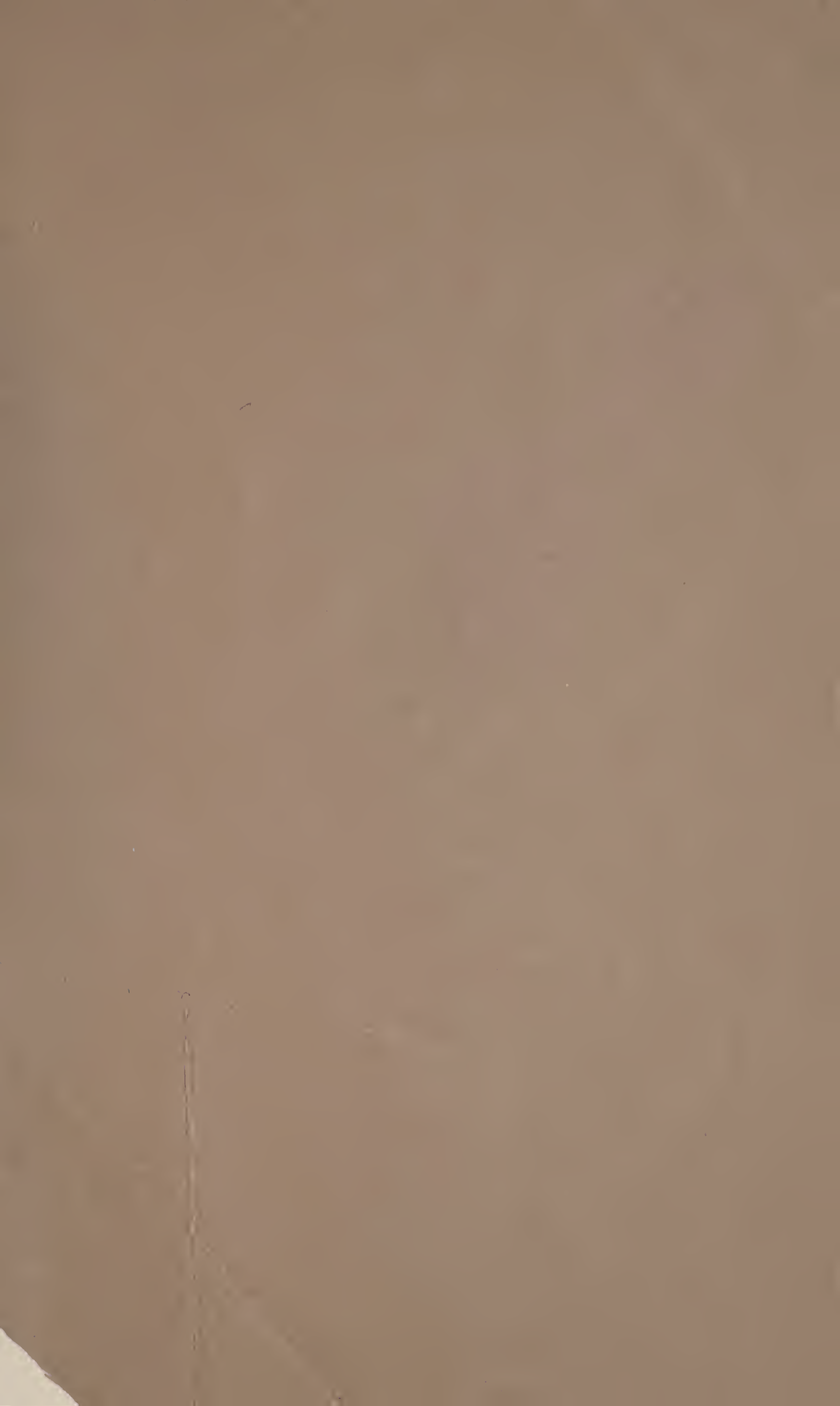
The subjects of this examination are the same as those of the skilled-laborer examination on page 36.

Applicants for the position of electrotype finisher are given a test in proof reading in addition to the subjects of this examination.

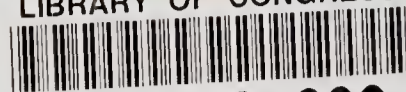
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